

BAKER COUNTY TRANSPORTATION/TRAFFIC SAFETY COMMISSION

BYLAWS

WHEREAS, the Baker County Transportation/Traffic Safety Commission desires to adopt BYLAWS in order to provide RULES AND PROCEDURES for its members, meetings and activities. Therefore, the Commission hereby adopts the following:

MISSION STATEMENT: To enhance livability within Baker County through public involvement in identifying and resolving transportation, traffic safety, and public transportation issues. In this endeavor, the Commission will facilitate cooperation between agencies and the general public.

ARTICLE I – Membership

Section 1:

A) Membership of the Baker County Transportation/Traffic Safety Commission shall consist of 9 or more members who have made application to and been appointed by the Baker County Board of Commissioners.

a) The commission is designated by the Baker County Board of Commissioners as the Special Transportation Fund (STF) and the Statewide Transportation Improvement Fund (STIF) Advisory Committees, in addition to its role in general.

i) STF Advisory Committee Requirements:

(1) At least five members must meet requirements of OAR 732-005-0031 (11) which states “To be qualified to serve on the Advisory Committee for a STF Agency that is a District or county, an individual will: (a) Reside in the District or County; (b) Be knowledgeable about the transportation needs of the Elderly and People with Disabilities; and (c) Be a person who: (A) is Elderly or a person with a disability and is a User of Transportation Service in the District or County; (B) Is Elderly or is a Person with a Disability and who lives in an area of the District or County where there are no Public Transportation Services; (C) Is Representative of Elderly persons residing in the District our County; (D) Is Representative of People with Disabilities residing in the District or County; or (E) Represents a Provider of services to the Elderly or People with Disabilities residing in the District or County.

(2) The STF Agency will consider geographic diversity.

ii) STIF Advisory Committee Requirements:

(1) The purpose of the STIF Advisory Committee is to advise and assist Baker County, as the Qualified Entity, in carrying out the purposes of the STIF and to review, recommend and may prioritize projects to be funded by STIF moneys received by the Qualified Entity.

(2) Composition shall meet the requirements of OAR 732-040-0035, which states there will be a minimum of five members who will: (a) Be knowledgeable about the public transportation needs of residents or employees located within or traveling to or from the county; (b) Be a person who is a member of or represents one or more of the following: (A) local governments, including land use planners;

(B) Public Transportation Service Providers; (C) non-profit entities which provide public transportation services; (D) neighboring Public Transportation Service Providers; (E) employers; (F) public health, social and human service providers; (G) transit users; (H) transit users who depend on transit for accomplishing daily activities; (I) individuals age 65 or older; (J) people with disabilities; (K) low-income individuals; (L) social equity advocates; (M) environmental advocates; (N) bicycle and pedestrian advocates; (O) people with limited English proficiency; (P) educational institutions; or (Q) major destinations for users of public transit.

(3) Membership must include at least one member who is a member of or represents each of the following three groups: (a) low-income individuals; (b) individuals age 65 or older or people with disabilities; and (c) Public Transportation Service providers or non-profit entities which provide public transportation services.

B) Members must be residents of Baker County and preferably be representative of the following:

1. General public
2. Outlying communities
3. Agriculture
4. Trucking
5. Aeronautics
6. Department of Human Services
7. Cyclists and pedestrians
8. Law enforcement
9. Seniors
10. Disabilities
11. Emergency Services
12. Public Transportation
13. Transportation/Public Works
14. Representing sectors listed in this Section, A,a), i) & ii)

C) The Oregon Department of Transportation Ex-Officio Transportation/Safety representative will be a voting member.

Section 2: As a matter of policy, the Commission may recommend to the Baker County Board of Commissioners that any member be replaced if he or she is absent from three consecutive regular meetings, or is absent from four or more regular meetings within a calendar year.

Section 3: Terms shall be for a period of two years. There shall be no limit on the number of terms for Transportation/Traffic Safety Commission membership.

Section 4: The Baker County Board of Commissioners may remove a member from the Commission at any time upon a determination by the Board of official misconduct, misrepresentation, or abuse of authority by the member for his or her personal, financial, or political gain.

Section 5: The Commission will be staffed by the County employees and ODOT employees as determined by those agencies.

ARTICLE II – Officers and Duties

Section 1: The Transportation/Traffic Safety Commission, at its first regular meeting of the calendar year, shall elect a chair and vice-chair from its membership.

Section 2: The duties and powers of the officers of the Transportation/Traffic Safety Commission shall be as follows:

A. Chair:

1. Preside at all meetings of the Commission.
2. Call special meetings of the Commission in accordance with the bylaws.
3. Sign documents of the Commission.
4. Conduct all meetings in accordance with State laws, County ordinances, and the bylaws.

B. Vice-Chair:

1. During the absence, disability, or disqualification of the chair, the vice-chair shall exercise or perform all the duties and be subject to all the responsibilities of the chair.
2. The vice-chair shall succeed the chair if the chair vacates his or her office before the term is completed, the vice-chair to serve the unexpired term of the vacated office. A new vice-chair shall be elected at the next regular meeting.

ARTICLE III – MEETINGS

Section 1: All meetings of the Transportation/Traffic Safety Commission shall be conducted in accordance with ORS regarding public meetings. Meetings shall be advertised as required by law and these rules.

Section 2: Meetings of the Transportation/Traffic Safety Commission shall be held bi-monthly.

Section 3: The Chair, Vice-Chair, or any two members of the Transportation/Traffic Safety Commission may call a special meeting by giving members written or verbal notice and by giving the required public meeting notice.

Section 4: A quorum shall consist of the members present. No action may be taken by the Commission except by the affirmative vote of a majority of the quorum. Abstentions do not count as a vote in favor of the majority.

Section 5: The County shall keep minutes of the Transportation/Traffic Safety Commission's proceedings. The absence or the abstention from voting of a member shall be recorded.

A. Copies of Advisory Committee bylaws, meeting minutes, and meeting notices are made available for public review in a reasonable and timely manner, and are maintained for six years.

Section 6: Roberts Rules of Order shall govern the proceedings of the Transportation/Traffic Safety Commission in all cases not otherwise provided for in these rules.

ARTICLE IV – Committees

Section 1: The Transportation/Traffic Safety Commission may designate and provide for such committees as may be necessary to advise the Baker County Board of Commissioners in carrying out the Board's duties.

Section 2: The Transportation/Traffic Safety Commission may define the duties of such committees that are appointed, and it shall be the privilege of the Chair to select committee chairs.

Section 3: Ad hoc and/or standing committees shall automatically dissolve after one year unless reappointed by the Board.

Section 4: The Chair shall be an ex-officio member of all committees, with voice but no vote.

ARTICLE V – Project Review and Recommendation

Section 1: The Commission members will review Public Transportation Service Provider proposals for Projects funded in whole or in part by the STIF Formula Fund, the STIF Discretionary Fund, and the Intercommunity Discretionary Fund, and the decision-making criteria identified in these rules.

A. For the purposes of STIF Formula Fund Projects, the Commission shall consider the criteria as defined under STIF Rule, OAR 732-042-0020.

B. For the purposes of Commission review of STIF projects, the definition of 'high percentage of Low-Income Households' shall be: An area is determined to have a high percentage of low-income households when the percent of resident population demographics with income at or below 200% of poverty level in that area that meets or exceeds the percent of low-income population demographics in the State of Oregon by comparison.

C. The Commission shall ensure that a Project proposal submitted by a Public Transportation Service Provider does not fragment the provision of public transportation services.

D. The Commission shall hold public meetings, as applicable to review proposed projects. After review, projects will be recommended for approval or rejection to the Board of Commissioners.

Section 2: The Commission may also review projects funded through other sources, including STF and others; and will be reviewed based on the applicable program project criteria.

ARTICLE VI – Amendments

These Bylaws may be amended by action of the Transportation/Traffic Safety Commission at any regular meeting. Voting on the amendment may only take place at the following meeting or a special meeting. Notice of said proposed amendment shall be given to each member in writing at least five (5) days prior to said regular meeting. Any amendment to these bylaws shall be subject to approval by the Baker County Board of Commissioners.

Adopted this 5th day of September, 2017.

BAKER COUNTY TRANSPORTATION/TRAFFIC SAFETY COMMISSION


Mary Jo Carpenter, Chair

Confirmed this 5th day of September, 2018.

BAKER COUNTY BOARD OF COMMISSIONERS


Bill Harvey, Commission Chair


Mark Bennett, Commissioner


Bruce Nichols, Commissioner