



**LANE TRANSIT SPECIAL-PURPOSE DISTRICT OF OREGON (LTD)
BYLAWS COMMITTEE MEETING AGENDA**

**Public Forum, Committee Meeting
Tuesday, December 9, 6:00 P.M.
Eugene Station | Next Stop Center
1099 Olive St, Eugene, OR 97401**

LTD Bylaws Committee meetings are also available via web video stream. You can access the broadcast live day-of or any of our archived meetings at <https://govhub.ompnetwork.org/>

Public Testimony on all Board Matters including Resolutions:

Public testimony will begin at approximately 6:00 p.m. In-person sign-up is available on the day of the meeting in the Boardroom. You may also participate virtually via Zoom. To join the meeting, follow the link provided on the Events Calendar on the day of the meeting at <https://www.ltd.org/events-calendar/>. If you wish to provide testimony, please use the "Raise Hand" feature. For phone participants, press *9 to raise your hand. When it is your turn to speak, your name will be called. Individual comments are generally limited to three minutes; however, the presiding Board officer will determine the final time limits based on the number of speakers and the time available.

For those unable to attend in person or virtually but who wish to submit written testimony, please email clerk@ltd.org. Comments must be received by noon on the day prior to the meeting.

To be added to Lane Transit District's Public Meeting Notice List, please submit this request to clerk@ltd.org.

MEETING AGENDA:

1. **CALL TO ORDER & ROLL CALL:** Susan Cox (President), Michelle Webber (Vice President), Pete Knox (Treasurer)
2. **PUBLIC COMMENT**
3. **AGENDA**
 - Committee Bylaws Review
4. **ADJOURN BUSINESS MEETING**

UPCOMING MEETINGS:

The Bylaws Committee meets on an ad-hoc basis, and does not have an upcoming meeting scheduled at this time.

The facility used for this meeting is wheelchair accessible. To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).



Lane Transit District Agenda Item Summary (AIS)

Prepared By: Brianna Gutierrez-Thorne, Board
Liaison Officer

Title: Committee Bylaw Review

Action: Committee Review & Discussion

Agenda Item Summary:

The Bylaws Committee will review draft revisions to the bylaws governing the Statewide Transportation Improvement Fund (STIF) Advisory Committee, Strategic Planning Committee (SPC), and Budget Committee for initial review and discussion. These drafts are intended to align committee membership terms with LTD's fiscal year cycle and ensure consistency across all committee governing documents.

Key revisions proposed to **all bylaws** include:

- Aligning committee member terms to run July 1 – June 30. Officer terms were previously updated to run July 1 - June 30.
- Clarifying appointment, reappointment, and vacancy procedures.
- Updating references, definitions, and formatting for consistency across committees.
- Ensuring alignment with Oregon statutes governing advisory bodies and budget committees.

An additional key revision for the **Budget Committee** bylaws includes:

- Adding the requirement from Local Budget Law that appointed Committee members be "electors" as defined in Local Budget Law.

Additional key revisions for the **SPC** bylaws include:

- Making a fixed number of Committee members (at 15 members) rather than variable. When there is a variable number of Committee members, it is challenging to determine if a position is vacant or intentionally not being filled. This makes determining whether there is a quorum more difficult.
- The qualifications, in Section 2(b), were changed as follows:
 - The ODOT representative was moved to Section 2(b)(ii) so that Section 2(b)(i) applies only to LTD Board members and key local partners (Eugene, Springfield and Lane County).
 - Language in Section 2(b)(ii) was significantly updated and clarified.

Additional key revisions for the **STIF Advisory Committee** bylaws include:

- Making references to the Oregon Administrative Rules ("OAR") throughout but not restating the language of the rules within the bylaws as the OARs change from time to time. Much of the language in the STIF Advisory Committee bylaws comes directly from the OARs and remains unchanged.
- Making a fixed number of Committee members (at 10 voting members) rather than variable. When there is a variable number of Committee members, it is hard to determine if a position is



Lane Transit District Agenda Item Summary (AIS)

vacant or intentionally not being filled. This makes determining whether there is a quorum more difficult.

Draft bylaws for each committee (STIF, SPC, and Budget Committee) have been prepared. If the Committee recommends the Board adopt the bylaws as presented, or with minimal revisions, staff intend to bring the bylaws forward for Board consideration at the December Board of Directors Meeting. If substantial changes are recommended, final adoption may be deferred to January.

Attachments:

- (1) Strategic Planning Committee Draft Bylaws
- (2) Budget Committee Draft Bylaws
- (3) STIF Advisory Committee Draft Bylaws

Proposed Motion: I move that the Bylaws Committee recommend the draft bylaws for the STIF Advisory Committee, Strategic Planning Committee, and Budget Committee, as presented and amended, to the Board of Directors for consideration at the December 17 Board Meeting.



STRATEGIC PLANNING COMMITTEE BYLAWS

1. **Purpose.** The Strategic Planning Committee (the "Committee") was established by the Lane Transit District ("LTD") Board of Directors (the "Board") in LTD Resolution No. 2016-12-12-041, *A Resolution Re-Chartering the EmX Steering Committee as the Strategic Planning Committee*. The Committee provides the Board with independent advice and makes recommendations on strategic planning issues related to advancing the goals of the Long-Range Transit Plan, including but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and waiting times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas. In December 2022, the Board, in LTD Resolution No. 2022-12-14-073, expanded the Committee's purpose to encompass the work of the former LTD Comprehensive and Accessible Transportation Committee, an LTD community advisory committee. As such, the Committee's purpose further includes the deliberate consideration, when providing advice or making recommendations to the Board, of the impacts of potential, proposed, or actual service changes on individuals who are transit dependent, especially those who are older adults or people with disabilities.
2. **Membership; Qualifications; Appointment.**
 - a. **Membership.** The Committee shall consist of fifteen (15) members, all of whom shall reside within the LTD service area. All members of the Committee have equal authority.
 - b. **Qualifications.** Appointment to the Committee will be made as provided herein and in Section 2(c).
 - i. Five members of the Committee shall be appointed to the Committee by their respective governing bodies as follows:
 1. Two members of the Board; and
 2. One representative from each of LTD's key local partners: the Eugene City Council, the Springfield City Council, and the Lane County Board of Commissioners.
 - ii. In addition to those members appointed to the Committee pursuant to Section 2(b)(i), the Board shall appoint the remaining Committee members, in accordance with Section 2(c), to ensure a diverse set of stakeholders is represented, including those within typically transit-dependent populations. The targeted interest areas include, but are not limited to, representatives of the following:
 1. Large Employers, Chambers of Commerce, and Small Cities within LTD's Service Boundaries
Representatives from businesses, local chambers, and municipalities who provide insight into regional economic development, workforce needs, and local governance.
 2. Oregon Department of Transportation (ODOT)



Individuals representing state transportation planning and policy, providing expertise on regional, state, and multimodal transportation issues.

3. Educational Institutions

Representatives from schools, colleges, and universities, offering perspective on student mobility, and campus transportation planning.

4. LTD Riders and Customers

Individuals who regularly use LTD services, providing first-hand experience and feedback on transit accessibility, reliability, and service needs.

5. Equity, Inclusion, and Environmental Justice Representatives

Individuals or organizations representing minority communities, persons with disabilities, low-income populations, and environmental justice perspectives.

6. Housing, Land Use, and Development Representatives

Stakeholders involved in housing, land-use planning, real estate development, and affordable-housing initiatives that influence transportation demand and community development.

7. Neighborhood and Community Representatives

Members from neighborhood associations or other community-based or non-profit organizations within the LTD service district.

8. Nonprofit Transportation Providers

Nonprofit organizations that operate, support, or advocate for public or specialized transportation services.

9. Public Health and Human Services Representatives

Stakeholders from public health, social services, human services, or community-wellbeing organizations, focusing on accessibility, equity, and service needs.

10. Rural Community Representatives

Individuals or groups representing rural areas within or adjacent to LTD's service area, addressing unique mobility and access challenges.

11. Youth and/or Student Representatives

Individuals representative of youth and/or student related mobility issues or concerns.

12. Transit and Multimodal Mobility Advocates

Individuals or organizations advocating for public transit, bicycling, walking, carpooling, vanpooling, or other sustainable mobility options.

13. Tourism and Visitor-Industry Representatives

Stakeholders connected to regional tourism and visitor services, providing insight on transportation needs for residents and visitors alike.



A member representing a targeted area of interest must be representative of the industry, or area of interest, and/or have applicable experience in the respective field.

- c. Appointment Procedure. LTD will provide applications for Committee membership on its website. Fully completed applications will be reviewed by an internal committee in accordance with LTD's standard process for review of Committee applications. Top candidates may be invited for an interview before the internal committee makes a recommendation to the Board for appointment to the Committee. The Board will consider such recommendation and make appointments to the Committee.

3. Terms of Service; Vacancies.

- a. Terms of Service. Committee members shall serve for two-year staggered terms, with the member's term beginning July 1 of the respective year. Members may be eligible for reappointment for up to three additional two-year terms, for a total term of eight years.
- b. Vacancies. If a vacancy is created because a Committee member is unable to complete their term, or resigns before the term is over:
 - i. For members appointed to the Committee pursuant to Section 2(b)(i), the respective governing body shall appoint the member's successor to serve for the remainder of the unexpired term.
 - ii. For members appointed to the Committee pursuant to Section 2 (b)(ii), the Board will appoint another member to serve out the unexpired portion of the term.

4. Officers; Duties; Vacancies.

- a. Officers. The Committee shall choose from among its members, by majority vote of the members, a President and Vice President to serve one-year terms. Terms of office shall begin on the first day of July and end on the last day of June each year.
- b. President. The President, and in the President's absence, the Vice President, and in the absence of both, a member selected by the members present to act as President pro tem, shall preside at the Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.
- c. Vice President. In the event of the absence of the President, or of the President's inability to perform any of the duties of the President's office or to exercise any of the President's powers, the Vice President shall perform such duties and possess such powers as are conferred on the President, and shall perform such other duties as may from time to time be assigned to the Vice President by the President or Committee.
- d. Vacancies. In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members



when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

5. Meetings; Attendance; Quorum; Public Participation.

- a. Meetings. The Committee will meet every other month. While attendance at a Committee meeting in-person is generally preferred, there is an option to attend virtually. A Committee meeting can also be held virtually, without any members having to physically attend.
- b. Attendance. All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distraction (from cell phones, etc.) unless prevented by illness or an unavoidable cause. If a member is unable to attend a Committee meeting, they should notify the Board Liaison Officer in advance. This helps ensure a quorum of members are available for a Committee meeting and helps avoid last-minute Committee meeting cancellations.
- c. Quorum Requirements. A quorum of the Committee is a majority of the Committee members, even if a member is absent or a position is vacant. A quorum of Committee members is required to hold a meeting.
- d. Public Participation. All meetings of the Committee are open to the public. Public testimony will generally be received at Committee meetings and is typically limited to three (3) minute increments, but it is adjustable at the discretion of the President.

6. Voting Requirements; Conflict of Interest.

- a. Voting Requirements. Committee members are expected to cast a vote on all matters except when a conflict of interest arises. Any Committee action requires the affirmative vote of a majority of all Committee members.
- b. Conflict of Interest. Committee members should be familiar with Oregon's Government Ethics Law and Federal Transit Administration's Rules regarding conflicts of interest. If a Committee member believes they may have a conflict of interest, that concern should be communicated with the Board Liaison Officer and/or the Chief Executive Officer in advance of the Committee meeting. They may consult with legal counsel.

7. Legal Requirements. Committee members will comply with requirements regarding Oregon Public Meetings Law, Oregon Government Ethics Law, Local Budget Law, Oregon Public Records Law and any other applicable legal or policy requirements.

8. Miscellaneous.

- a. Severability. If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.



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- b. Amendments. These Bylaws, as adopted by the Board, may be revised or amended at any regular or special meeting of the Board on the affirmative vote of a majority of the Board members.

Adopted by the Board on , 2025



BUDGET COMMITTEE BYLAWS

1. **Purpose.** The Budget Committee (the "Committee") was established by the Lane Transit District ("LTD") Board of Directors (the "Board") in accordance with Local Budget Law to review and approve the budget proposed by LTD's budget officer.
2. **Membership; Qualifications; Appointment.**
 - a. **Membership.** The Committee shall consist of fourteen (14) members as follows: seven (7) Board members and seven (7) appointed members who live within the LTD service area. Appointed members must be "electors" as defined in Local Budget Law. All members of the Committee have equal authority. Appointed members may not be officers, agents or employees of LTD.
 - b. **Qualifications.** Knowledge of general finance and an understanding of LTD's business operations are helpful, but not absolutely necessary, since information is presented in a manner consistent with basic accounting principles. It is expected that members of the Committee will develop a general understanding of the budget process and the programs or funds included in the budget document.
 - c. **Appointment Procedure.** Each Board member may nominate one (1) member to the Committee so long as the member is an elector who resides within LTD's service area, regardless of whether the member resides within that Board member's sub-district. The Board considers such nominations and makes appointments to the Committee.
3. **Terms of Service; Vacancies.**
 - a. **Terms of Service.** Board members shall serve on the Committee throughout the duration of their Board appointment. Appointed members shall serve for three-year, staggered terms, with the member's term beginning July 1 of the respective year. Appointed members may be reappointed for additional terms, at the discretion of the Board.
 - b. **Vacancies.** If a vacancy is created because an appointed member is unable to complete their term, or resigns before the term is over, the Board will appoint another member to serve out the unexpired portion of the term.
4. **Officers; Duties; Vacancies.**
 - a. **Officers.** The Committee shall choose from among its members, by majority vote of the members, a President and Vice President to serve one (1) year terms. Terms of office shall begin on the first day of July and end on the last day of June each fiscal year.
 - b. **President.** The President, and in the President's absence, the Vice President, and in the absence of both, a member selected by the members present to act as President pro tem, shall preside at the Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.



- c. Vice President. In the event of the absence of the President, or of the President's inability to perform any of the duties of the President's office or to exercise any of the President's powers, the Vice President shall perform such duties and possess such powers as are conferred on the President, and shall perform such other duties as may from time to time be assigned to the Vice President by the President or Committee.
- d. Vacancies. In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

5. Meetings; Attendance; Quorum; Public Participation.

- a. Meetings. The Committee will meet on an as-needed basis. However, the Committee will meet at least once in the fourth quarter of the fiscal year to review and approve the proposed budget, prior to the Board's adoption of the annual budget. While attendance at a Committee meeting in-person is generally preferred, there is an option to attend virtually. A Committee meeting can also be held virtually, without any members having to physically attend.
- b. Attendance. All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distraction (from cell phones, etc.) unless prevented by illness or an unavoidable cause. If a member is unable to attend a Committee meeting, they should notify the Board Liaison Officer in advance. This helps ensure a quorum of members are available for a Committee meeting and helps avoid last-minute Committee meeting cancellations.
- c. Quorum Requirements. A quorum of the Committee is a majority of the Committee members, even if a member is absent or a position is vacant. A quorum of Committee members is required to hold a meeting.
- d. Public Participation. All meetings of the Committee are open to the public. The Committee must hold at least one meeting in which the public may ask questions and comment on the budget. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president and Board.

6. Voting Requirements; Conflict of Interest.

- a. Voting Requirements. Committee members are expected to cast a vote on all matters except when a conflict of interest arises. Any Committee action requires the affirmative vote of a majority of all Committee members.
- b. Conflict of Interest. Committee members should be familiar with Oregon's Government Ethics Law regarding conflicts of interest. If a Committee member believes they may have a conflict of interest, that concern should be communicated with the Board Liaison Officer and/or the Chief Executive Officer in advance of the Committee meeting. They may consult with legal counsel.



STATE TRANSPORTATION IMPROVEMENT FUND (STIF) ADVISORY COMMITTEE BYLAWS

1. **Purpose.** The Lane Transit District (“LTD” or the “District”) Board of Directors (the “Board”) is required to appoint a State Transportation Improvement Fund Advisory Committee (the “Committee”).¹ The purpose of the Committee is to advise and assist the District, as the Qualified Entity, in carrying out the purposes of the Statewide Transportation Improvement Fund (“STIF”) and prioritizing Projects to be funded by STIF moneys received by the District. In addition, the Committee may:
 - a. Advise the District regarding the opportunities to coordinate STIF-funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.² This may include items such as reviewing LTD’s planned allocation of §5310 (Enhanced Mobility of Seniors and Individuals with Disabilities), §5311 (Rural Areas), and other funds used in the STIF Plan;
 - b. Advise the District on developing and updated STIF-related planning documents (e.g., the LTD Coordination Plan); and
 - c. Propose any changes to the policies or practices of the LTD Board that the Committee considers necessary to ensure that: (i) A Sub-Recipient that has received STIF funds has applied the moneys received in accordance with and for the purposes described in the Project proposal; and (ii) A Project proposal submitted by a Sub-Recipient does not fragment the provision of public transportation services.³

Some terms are defined in these Bylaws and other terms, not defined herein, shall have the same meaning as given in the Oregon Administrative Rules, Chapter 732, Divisions 040, 042, and 044.

2. **District and Committee Relationship.**

- a. **Project Consultation.** Prior to adopting a STIF Plan, the Board shall consult the Committee regarding the Projects proposed in the STIF Plan and seek a recommendation on the prioritization of those Projects from the Committee.⁴ The purpose of this consultation is to ensure that the STIF Plan reflects a coordinated regional approach to Public Transportation Service that considers the public transportation needs of people residing and traveling into and out of the geographic territory of the District as well as larger regional population centers and to ensure that interested parties have the opportunity to review and comment on the proposed STIF Plan.⁵

¹ OAR 732-040-0030 (1)

² OAR 732-040-0030 (4)

³ OAR 732-0040-0030 (8)

⁴ OAR 732-042-0020 (4)(b) and (6)

⁵ OAR 732-042-0020 (6)



- b. Project Recommendation. The Board may accept the Committee's recommendation to approve or reject a Project proposal and consider the Committee's recommended prioritized list of Projects, may return it to the Committee for modifications, or may modify it prior to inclusion in the STIF Plan for submittal to the Oregon Department of Transportation ("ODOT"). If the Board modifies the Committee's recommendation, it shall inform any affected Public Transportation Service Provider of all modifications and the explanation for such changes.⁶

3. **Membership; Qualifications; Appointment.**

- a. Membership. The Committee shall consist of ten (10) members.⁷ All members of the Committee are voting members. The Committee must include members from the District's area of responsibility, both within and outside of LTD's boundaries.⁸ In addition, LTD Board members and a representative from ODOT shall serve on the Committee in an advisory, non-voting capacity and shall not be considered "members" as used herein. ODOT will be notified of changes in Committee membership when LTD submits its STIF Plan or grant application.⁹
- b. Qualifications. To be eligible to serve, members must be: (i) Knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from LTD's service area or Lane County; and (ii) A person who is a member of or represents diverse interests, perspectives, geography and population demographics, in accordance with the specific requirements set forth in OAR 732-040-0035 (5)(b) and OAR 732-040-0030 (7). Notwithstanding the foregoing, the Committee must include at least four members who, separately, represent each of four groups set forth in OAR 732-040-0035 (6).
- c. Appointment Procedure. LTD will provide applications for Committee membership on its website. Fully completed applications will be reviewed by an internal committee in accordance with LTD's standard process for review of Committee applications. Top candidates may be invited for an interview before the internal committee makes a recommendation to the Board for appointment to the Committee. The Board will consider such recommendation and make appointments to the Committee.

4. **Terms of Service; Vacancies.**

- a. Terms of Service. Members shall serve for two-year staggered terms, with the member's term beginning on July 1 of the respective year. Members may be eligible for reappointment for up to three additional two-year terms, for a total term of eight years.
- b. Vacancies. If a vacancy is created because a member is unable to complete their

⁶ OAR 732-042-0020 (7)

⁷ OAR 732-040-0035 (3) requires at least seven members.

⁸ OAR 732-040-0035 (8)

⁹ OAR 732-040-0030 (5)(c)



term, or resigns before the term is over, the Board will appoint another member to serve out the unexpired portion of the term.

5. Officers; Duties; Vacancies.

- a. Officers. The Committee shall choose from among its members, by majority vote of the members, a President and Vice President to serve one-year terms. Terms of office shall begin on the first day of July and end on the last day of June.
- b. President. The President, and in the President's absence, the Vice President, and in the absence of both, a member selected by the members present to act as President pro tem, shall preside at the Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.
- c. Vice President. In the event of the absence of the President, or of the President's inability to perform any of the duties of the President's office or to exercise any of the President's powers, the Vice President shall perform such duties and possess such powers as are conferred on the President, and shall perform such other duties as may from time to time be assigned to the Vice President by the President or Committee.
- d. Vacancies. In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

6. Duties of the Committee. The Committee shall conduct its review of Project proposals and activities in accordance with these Bylaws and as set forth in the Oregon Administrative Rules, Chapter 732, Divisions 040, 042, and 044. The Committee shall recommend to the Board approval or rejection of proposed Projects and prioritization of approved Projects within the geographic boundary for which LTD receives STIF Formula funding.¹⁰

- a. Proposed Projects Seeking STIF Funding. Public Transportation Service Providers and Sub-Recipients seeking STIF funding from the District through the District's STIF Plan shall submit a Project proposal to the Committee for review and approval.¹¹ A standard form will be provided for use during application windows. The Project proposal must include the contents described in OAR 732-042-0015 (3).
- b. Committee Process for Review of Proposed Projects for STIF Formula Fund. The Committee shall consider the criteria set forth in OAR 732-042-0020 (5) when reviewing Projects under the STIF Formula Fund. Additionally, the Committee shall consider the source of funds in its review of proposed Projects to ensure that funds distributed via the population-based formula are spent on Projects benefitting

¹⁰ OAR 732-042-0020 (4)(b)

¹¹ OAR 732-042-0020 (1)



seniors and people with disabilities.

- c. Committee Process for Review of Proposed Projects for STIF Discretionary and Intercommunity Funds. The Committee shall also review Projects under the STIF Discretionary and Intercommunity Discretionary Funds. The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding.¹² The Intercommunity Discretionary Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network. As a competitive funding source, ongoing operations Projects are subject to risk of not receiving continuous funding.¹³ Projects eligible to receive grants under the Discretionary Fund or the Intercommunity Discretionary Fund must meet the project eligibility criteria set forth in OAR 732-044-0005, and Public Transportation Service Providers must meet qualification requirements set forth in OAR 732-044-0020. When reviewing a Project proposal for acceptance, rejection or prioritization, the Committee shall consider the extent to which the Project:
 - i. Supports the purpose, as applicable of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000;
 - ii. Meets the criteria established under OAR 732-044-0030 (1); and
 - iii. Meets any additional criteria established by the Commission.¹⁴
- d. Work Group. The Committee may appoint a Work Group to provide additional input on STIF Formula Fund projects.¹⁵ A Work Group may or may not be composed of members of the Committee. If such a Work Group is appointed, input from the Work Group shall be considered by the Committee and documented in the Committee's meeting minutes.
- e. High Percentage of Low-Income Households.¹⁶ "Low-Income Households" is defined in OAR 732-040-0000 (18). A "High Percentage of Low-Income Households" means an area where the percentage of Low-Income Households is above the State of Oregon average number of Low-Income Households statewide in the same year.

7. Meetings; Attendance; Quorum; Public Participation.

- a. Meetings. The Committee will meet as often as needed to: (i) review every Project proposed for inclusion in the STIF Plan;¹⁷ and (ii) advise the Board regarding proposed Projects and prioritization of such Projects within the geographic

¹² OAR 732-044-0000 (1)

¹³ OAR 732-044-0000 (2)

¹⁴ OAR 732-044-0025 (6)

¹⁵ OAR 732-040-0000 (42); OAR 732-040-0030 (2)

¹⁶ OAR 732-040-0030 (5)(a)

¹⁷ OAR 732-042-0020 (4)



boundary for which the District receives STIF funding. Notwithstanding the foregoing, the Committee will meet at least two times per year.¹⁸ While attendance at a Committee meeting in-person is generally preferred, there is an option to attend virtually. A Committee meeting can also be held virtually, without any members having to physically attend.

- b. Attendance. All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distractions (from cell phones, etc.) unless prevented by illness or unavoidable cause. If a member is unable to attend a Committee meeting, they should notify the Board Liaison Officer in advance. This helps ensure a quorum of members are available for a Committee meeting and helps avoid last-minute Committee meeting cancellations.
- c. Quorum Requirements. A quorum of the Committee is a majority of the Committee members, even if a member is absent or a position is vacant. A quorum of the Committee is required to hold a meeting.
- d. Public Participation. All meetings of the Committee are open to the public. Public testimony will generally be received at Committee meetings and is typically limited to three (3) minute increments, but it is adjustable at the discretion of the President.

8. Voting Requirements; Conflict of Interest.

- a. Voting Requirements. Committee members are expected to cast a vote on all matters except when a conflict of interest arises. Any Committee action requires the affirmative vote of a majority of all Committee members.
- b. Conflicts of Interest. Committee members should be familiar with Oregon's Government Ethics Laws regarding conflicts of interest. If a Committee member believes they may have a conflict of interest, that concern should be communicated with the Board Liaison Officer and/or the Chief Executive Officer in advance of the Committee meeting. They may consult with legal counsel.

9. Legal Requirements. Committee members will comply with requirements regarding Oregon Public Meetings Law, Oregon Government Ethics Law and Oregon Public Records Law and any other applicable legal or policy requirements. Notice of Committee meetings shall be given in accordance with Oregon Public Meetings Law.¹⁹

10. Miscellaneous

- a. Severability. If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.
- b. Amendments. These Bylaws, as adopted by the Board, may be revised or amended at

¹⁸ OAR 732-042-0020 (3)

¹⁹ OAR 732-040-0030 (5)(a)



any regular or special meeting of the Board on the affirmative vote of a majority of the Board members.

Adopted by the Board on [REDACTED], 2025



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7. **Legal Requirements.** Committee members will comply with requirements regarding Oregon Public Meetings Law, Oregon Government Ethics Law, Local Budget Law, Oregon Public Records Law and any other applicable legal or policy requirements.
8. **Miscellaneous.**
- a. **Severability.** If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.
 - b. **Amendments.** These Bylaws, as adopted by the Board, may be revised or amended at any regular or special meeting of the Board on the affirmative vote of a majority of the Board members.

Adopted by the Board on [REDACTED], 2025