



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

**Public Forum, Committee Meeting
Friday, June 5, 2026 at 9:00 AM
GLENWOOD ADMINISTRATIVE OFFICES
3500 EAST 17TH AVENUE
EUGENE, OR 97403**

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 9:00 a.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 – Proposed revisions to Board Bylaws
Presented By: Kristin Denmark Kristin Denmark | Shareholder
Thorp, Purdy, Jewett, Urness & Wilkinson, P.C.

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)

AIS Title: Board Bylaw Review

Prepared and Presented By: Kristin Denmark,
Legal Counsel

Action: Committee Review & Discussion

Agenda Item Summary

The Lane Transit District (“LTD”) Board of Directors (the “Board”) adopted Amended and Restated Board Bylaws (the “Bylaws”) on August 17, 2022. The Board adopted minor changes to the Bylaws on May 21, 2025, to align Board officer terms with the fiscal year and to update staff titles referenced within the Bylaws. Since this time, the Bylaw Committee has reviewed and recommended the Board adopt changes to the bylaws of the Budget Committee, Strategic Planning Committee, and State Transportation Improvement Fund Advisory Committee. The Board adopted revised committee bylaws on December 17, 2025.

The current version of the Board Bylaws as well as the proposed, revised Bylaws are attached for review. Non-substantive changes to the Bylaws include:

- Changing the formatting and structure to mirror the committee bylaws.
- Removing redundant or duplicative language.
- Updating outdated staff titles.

Substantive changes to the Bylaws are as follows. **Bolded language** highlights issues for which Committee feedback is needed:

- Section 1: Organization and Purpose.
 - Section 1(a). The Bylaws previously described service as only being provided to the cities and areas listed within the Bylaws. The text is updated to mirror the language in ORS 267.080 – that LTD provides “mass transit services to the people of the District.” The areas listed are examples and the list is not exhaustive.
 - Section 1(b). The Bylaws previously listed the functions of the Board as setting policy regarding “customer satisfaction, employee engagement, community value, financial health and sustainability.” The phrase “including but not limited to” is added so that the Board can make additional policy considerations.
 - Section 1(b)(i). Language regarding the Contract Review Board is simplified. The “Contract Review Board” is a statutory term from the Oregon Public Contracting Code and, by statute, the LTD Board is the Contract Review Board.



Lane Transit District Agenda Item Summary (AIS)

- Section 4: Officers; Duties; Vacancies.
 - Section 4(a). Language regarding Board officers and elections is mostly kept the same, but is condensed into this one section and duplicative text is removed. Language regarding voting on elections is updated to mirror the more general voting language in Section 7.
 - **Section 4(b). We are seeking clarification regarding whether the Board President can form an ad hoc committee, or whether it requires the consensus of a majority of the Board to form such committee. The President has clear authority to appoint members to committees.**
- Section 5: Meetings; Attendance; Quorum, Public Participation. The entirety of this section is simplified considerably. Oregon Public Meetings Law and administrative rules provide guidance on the types of meetings (regular, special, emergency, or executive sessions) and applicable requirements. Since the current version of these Bylaws was adopted in 2022, Oregon Public Meetings Law has also been updated to reflect new guidance regarding serial communications. Much of this section in the current version of the Bylaws repeated the law, so we have removed much of the text and simply made reference to complying with Oregon Public Meetings Law.

Additionally, a section regarding “Director Preparedness” is removed. This is not a section in any committee bylaws, although being adequately prepared is an expectation of all Board and committee members. This topic will be further addressed in an update to the Board Governance Policy Manual, which is addressed in additional detail, below.

- Section 5(a). The standard meeting date and time is added.
- **Section 5(b). The text of this section is the same except a sentence is added for the Committee’s consideration, “Remote attendance for executive sessions will generally not be permitted, unless the Chief Executive Officer determines remote attendance is either necessary or desirable.” Under an interpretation by the Oregon Government Ethic’s Commission, the media must be allowed to attend an executive session remotely if anyone attending on behalf of LTD attends remotely. Under Oregon Public Meetings Law, the media (almost) always has a right to attend an executive session in person. Some governing bodies are adopting policies requiring all Board members to be physically present to attend an executive session, with some exceptions – like if a quorum cannot be met without remote attendance. When remote attendance for the media is permitted, it can be challenging to determine if the person attending (often without video) is “media” and if they are alone. It is also important to note that while**



Lane Transit District Agenda Item Summary (AIS)

the Oregon Public Meetings Law indicates media cannot report on the contents and substance of an executive session, there is no legal consequence for doing so.

- Section 5(c). The language regarding a quorum is simplified and clarified. A quorum is required for both holding a meeting and making Board decisions. This section previously only discussed a quorum for purposes of voting.
- Section 6: Committees.
 - Section 6(a). This previously said directors will serve on committees for two year terms. The language is revised to reflect the terms in accordance with the committee's bylaws. For example, the terms for Board members on the budget committee runs concurrent with their Board term and is longer than two years.
 - **Section 6(b). See Section 4(b) above regarding clarification on establishing an ad hoc committee.**
- Section 7: Voting Requirements; Conflict of Interest.
 - Section 7(a). Generally, any Board action requires the affirmative vote of a majority of all Board members. The phrase "unless otherwise permitted by law" is added to address any exceptions to the general rule that are allowed by law.
- Section 8: Legal Requirements; Board Governance Policy Manual; Indemnification.
 - Section 8(b). This section is considerably simplified and replaces the "Director's Responsibilities" section in the current Bylaws. The Director's Responsibilities made reference to, and restated, many requirements from the Board Governance Policy Manual. A simple reference to the Manual is made here.
 - **Section 8(c). This is perhaps the most significant proposed change in these draft Bylaws. The current Bylaws had express carveouts for when the District would not indemnify Board members. Legal counsel has concerns that the language in the current version of the Bylaws conflicts with statutory requirements, which provide that LTD must indemnify directors "against tort claims or demands arising out of an alleged action or omission in the performance of duty." The only exception to this indemnification duty is in cases of malfeasance in office or willful or wanton neglect of duty. The indemnification duty also only applies to tort claims or demands (*i.e.* not other types of claims, such as a breach of contract claim or a government ethics complaint).**



Lane Transit District Agenda Item Summary (AIS)

This statute has been litigated extensively and there are many cases analyzing a public entity's indemnification duty. As stated in *Stevenson v. State Dep't of Transp., 290 Ore. 3 (1980)*, "The effect of ORS 30.285 is to eliminate grounds of concern by public employees that they can be held liable for a good faith failure to use reasonable care; this protects the public interest in recruiting able public servants and encouraging them to exercise their expert judgment freely, uninfluenced by the fear of personal liability should their judgment later be questioned in court. Public bodies must therefore defend and indemnify their employees against all tort claims arising out of the performance of their duties, except for claims involving malfeasance in office or willful or wanton neglect of duty."

The proposed Bylaws modify the language in this section to mirror, verbatim, the statute regarding indemnification. The "default" is that LTD must indemnify its Board members for tort claims and demands. Whether a specific situation meets the criteria set forth in case law such that LTD does not have an indemnification duty in a specific instance is incredibly fact specific and will need to be analyzed based on the facts and circumstances at the time.

Additionally, legal counsel recommends an update to the Board Governance Policy Manual, which would include a procedure for how to present a request for indemnification to LTD and who would be responsible for analyzing such request.

- Removed Section Regarding Chief Executive Officer. There was a section of the current Bylaws regarding the Chief Executive Officer which is removed from these proposed Bylaws. The Bylaws are a document to govern Board members, meetings, and Board functions. Information regarding how the Board works with the CEO can be addressed when the Board Governance Policy Manual is updated.

In addition to revising the Bylaws, legal counsel recommends the following with respect to Board governance documents:

- The Board repeal Ordinance No. 52, *An Ordinance Providing Rules for Meetings of the Lane Transit Board of Directors*. This ordinance does not add anything that is not already captured in Oregon Public Meetings Law or the Bylaws and in some cases conflicts with updates to the Bylaws.
- The Board Governance Policy Manual should be updated for future adoption by the Board.



Lane Transit District Agenda Item Summary (AIS)

Attachments:

1. Proposed Bylaws
2. Current Bylaws
3. Ordinance 52

I certify that General Counsel has reviewed and approved this AIS:

Proposed Motion:

I move that the Bylaws Committee recommend the draft Board Bylaws, as presented and amended, to the Board of Directors for consideration at the June 17, 2026, Board Meeting.

AMENDED AND RESTATED BYLAWS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS

These Amended and Restated Bylaws (the “Bylaws”) of the Lane Transit District (“LTD” or the “District”) Board of Directors (the “Board” or “LTD Board”) amend and restate in their entirety the Amended and Restated Bylaws of the LTD Board, last amended and adopted on May 21, 2025.

1. Organization and Purpose.

- a. LTD. LTD was created pursuant to ORS 267.080 as a mass transit district. Its purpose in creation is to provide mass transit services to the people of the District, including but not limited to within the Eugene and Springfield metropolitan areas and the neighboring cities of Coburg, Junction City, Creswell, Cottage Grove, Veneta, Lowell, and the McKenzie Bridge area.
- b. Purpose of the LTD Board of Directors. LTD shall be governed by a Board of Directors referred to herein as the “LTD Board” or the “Board”. The LTD Board sets policy for LTD, including but not limited to policy regarding customer satisfaction, employee engagement, community value, financial health and sustainability. LTD’s staff, guided by its Chief Executive Officer, implements the policy set by the LTD Board.
 - i. Contract Review Board. In addition, the LTD Board shall serve as LTD’s Contract Review Board. The Contract Review Board is responsible for review, approval and management of all LTD contracts, subject to any delegation of authority to the Chief Executive Officer.

2. Membership; Appointment.

- a. Membership. The LTD Board shall consist of seven (7) directors, one of whom must be a person who regularly uses the services provided by LTD. Each director shall represent one of seven (7) distinct subdistricts within the District. Directors must reside in the subdistrict they represent. If a director moves from their subdistrict during their term of service, they must immediately resign from the Board. Occasionally, the US Census may affect the Board’s subdistricts potentially causing a Board member to no longer be eligible to serve at that time and creating a vacancy on the Board.
- b. Appointment Procedure. The Governor of the State of Oregon shall appoint all members of the LTD Board. Each director, upon Senate confirmation and before entering upon the duties of office, shall take and subscribe to an oath that the director will honestly, faithfully and impartially perform duties as a director and disclose any conflict of interest the director may have in any matter to be acted upon by the Board.

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3. Terms of Service; Vacancies; Resignation and Removal.

- a. Terms of Service. The term of office of a director is four (4) years, but each director shall serve at the pleasure of the Governor. Before the expiration of the term of a director, the director's successor shall be appointed. A director is eligible for reappointment for as determined by the Governor.
- b. Vacancies. In case of a vacancy for any cause, the Governor shall appoint a person to serve for the unexpired term. A director whose term has expired shall continue to serve until the appointment of a successor, unless discharged earlier by the Governor.
- c. Resignation and Removal. A director may resign at any time upon written notice being given to the Board President of their intent to do so. Only the Governor has the authority to remove a director prior to the expiration of their term. Based on Board member violation of the law, administrative rules, or LTD policy; the Board, with a majority vote, may make a recommendation to the Governor for removal from the Board.

4. Officers; Elections; Duties; Vacancies.

- a. Officers; Elections. The Board shall choose from among its members, by majority vote of the members, a President, Vice President, Treasurer and Secretary to serve two (2) year terms, with a term starting July 1. Elections for officer positions shall occur at the June regular meeting every two years. Any director whose term on the Board extends for another year may nominate themselves or be nominated by another director for any position. This includes directors currently in an officer role; such officers may be nominated to continue in that position or to fill another officer position. Nominations for President shall be made first, allowing those nominated an opportunity to speak before a vote is taken. Each director shall vote orally. All directors must vote, including those nominated for the position. The affirmative vote of a majority of the Board is sufficient for election. Once the President is elected, the election for Vice President shall proceed in the manner described above, following thereafter with the election for Treasurer and then Secretary. A director nominated by another director for a specific position may decline the nomination while still remaining eligible for nomination to a different position. A director unsuccessfully nominated for a position remains eligible for nomination to another position.
- b. President. The President shall facilitate all Board meetings, including, in consultation with the Chief Executive Officer, determining the final agenda, the order and timing of business at Board meetings, and public participation. With the exception of members of the media, other directors, and the Chief Executive Officer, the President shall decide who is allowed to attend an executive session of the Board. The President shall act as Board liaison between the Board and the LTD Executive Management Team, and legal counsel. The President shall appoint members of standing and ad hoc committees, and may call for the creation of additional ad hoc committees as they deem the need to arise. The President shall sign ordinances and resolutions of the LTD Board. Board majority can overrule decisions made by the Board President.
- c. Vice President. In the event of the President's absence or inability to preside, the Vice President shall assume the duties of presiding over the meetings of the Board.

If, however, the President is to be permanently unable to preside, the Board shall select a new President for the remainder of the President's term.

- d. Treasurer. The Treasurer has the authority to perform all duties generally incident to the office of Treasurer. The Treasurer hereby delegates responsibility of their duties to the LTD Chief Financial Officer.
- e. Secretary. The Secretary shall give appropriate notice of all meetings of the Board; ensure recordings and/or minutes of all Board meetings are maintained; act as custodian of LTD records and the seal of the District; affix the seal to official documents when required; keep a book or record containing the names and places of residence of all directors, as well as their dates of appointment and qualifications as directors; and perform all duties generally incident to the office of Secretary. The Secretary hereby delegates responsibility of their duties to the Board Liaison Officer.
- f. 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 directors when the need arises and the newly elected officer shall take office immediately upon election to fill the balance of the unexpired term.

5. Meetings; Attendance; Quorum; Public Participation.

- a. Meetings. The LTD Board shall hold its regular meetings on the third Wednesday of each month, starting at 5:30 p.m. Notwithstanding the foregoing, a quorum of the LTD Board or the Chief Executive Officer may change the time or location of or cancel such meeting. The Board may hold special and emergency meetings consistent with the Oregon Public Meetings Law. Notice of all meetings shall be provided in accordance with Oregon Public Meetings Law.
- b. Attendance. All directors are expected to regularly attend Board meetings and be fully engaged with minimal distraction (from cell phones, etc.) unless prevented by illness or an unavoidable cause. Remote attendance for executive sessions will generally not be permitted, unless the Chief Executive Officer determines remote attendance is either necessary or desirable. If a member is unable to attend a Board meeting or an in-person executive session, they should notify the Chief Executive Officer or Board Liaison Officer in advance. This helps ensure a quorum of members are available for a Board meeting, or executive session, and helps avoid last-minute meeting cancellations.
- c. Quorum Requirements. A quorum of the LTD Board shall be four (4) members.
- d. Public Participation. All meetings of the LTD Board, other than meetings held in executive session, are open to the public. Public comment will generally be received at Board meetings and is typically limited to three (3) minute increments, but it is adjustable at the discretion of the President.

6. Committees.

- a. Standing Committees. The Board President shall appoint directors to serve on the LTD Board's standing committees for terms in accordance with those committees' bylaws. As a matter of practice, the Chief Executive Officer may be consulted when

creating committee assignments. Each committee shall have a President elected by the corresponding committee. Any proposal for a decision by the LTD Board shall be placed on the agenda of an upcoming LTD Board meeting for discussion and vote, if a vote it is to be taken.

- b. Ad Hoc Committees. Ad hoc committees are created from time-to-time to accomplish a specific objective or objectives and shall dissolve upon the completion thereof. Ad hoc committees may be entirely internal within LTD, or comprised of representatives from other community organizations. When a majority of the Board determines an ad hoc committee may be helpful, the Board President shall appoint directors to such ad hoc committee. As a matter of practice, the Chief Executive Officer may be consulted when creating committee assignments.

7. Voting Requirements; Conflict of Interest.

- a. Voting Requirements. Directors are expected to cast a vote on all matters except when a conflict of interest arises. Unless specifically indicated or otherwise permitted by law, any Board action requires the affirmative vote of a majority of all Board members.
- b. Conflict of Interest. Directors should be familiar with Oregon's Government Ethics Law regarding conflicts of interest. If a director 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 Board meeting. They may consult with legal counsel.

8. Legal Requirements; Board Governance Policy Manual; Indemnification.

- a. Legal Requirements. Directors will comply with requirements regarding Oregon Public Meetings Law, Oregon Government Ethics Law, Oregon Public Records Law and any other applicable legal or policy requirements. All meetings shall be conducted in accordance with "Robert's Rules of Order."
- b. Board Governance Policy Manual. Directors shall comply with the requirements set forth in the Board Governance Policy Manual, including but not limited to ethical obligations, conflicts of interest, avoidance and reporting of discrimination and harassment, use of District resources, public engagement, and communication with LTD staff.
- c. Indemnification. In accordance with ORS 30.285, as amended from time-to-time, the District shall defend, save harmless and indemnify Board members against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duty. The District's duty to indemnify Board members does not apply in the case of malfeasance in office or willful or wanton neglect of duty. Legal services and indemnification shall be provided by the District under this provision irrespective of whether or not the District is a party to the cause or itself subject to liability.

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9. 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 the 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.



LANE TRANSIT DISTRICT BOARD OF DIRECTORS BYLAWS

Revision Date: August 03, 2022

Effective Date: March 21, 2018

Revision	Author / Editor	Description
01	Camille Gandolfi, Clerk of the Board; Andrea Coit, General Council	Bylaw structure was reorganized and language was updated and added throughout. Board governance policies removed as exhibits and consolidated into a board governance policy and resolution handbook.

Approval: Adopted on the consent calendar of the March 21, 2018, regular Board meeting;
Revision 01: adopted at the August 3, 2022, Board meeting by Resolution No. 2022-08-03-036

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**AMENDED AND RESTATED BYLAWS OF
THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS**

These Amended and Restated bylaws of the Lane Transit District Board of Directors are the final and binding statement regarding the governance procedure for the Lane Transit District. These bylaws should be read in conjunction with the Manual of Board Policies, which provide greater detail of the process, requirements, and limitations existing in various situations related to Board governance.

**ARTICLE 1
THE MASS TRANSIT DISTRICT**

1.1 Organization and Purpose

Lane Transit District (“LTD” or the “District”) is created pursuant to ORS 267.080 as a mass transit district. Its purpose in creation is to provide mass transit services to the Eugene and Springfield metropolitan areas, including the neighboring cities of Coburg, Junction City, Creswell, Cottage Grove, Veneta, Lowell, and McKenzie Bridge area.

1.2 Guiding Principle

LTD’s mission is connecting our community. We work with our partners, including city, county, and state agencies, schools, chambers of commerce, and area employers to provide transportation services that improve the quality of life in our community. In all that we do, we are committed to creating a more connected, sustainable, and equitable community. Our guiding principles are based on our core values: respect, integrity, innovation, equity, safety, and collaboration.

1.3 Powers of a Mass Transit District

LTD is considered a municipal corporation of the State of Oregon, and is a public body, corporate and politic, exercising public power. It shall be considered a unit of local government for the purposes of ORS 190.003, a public employer for the purposes of ORS 236.610 to 236.640 and a political subdivision for the purposes of ORS 305.620. A district and its contractors that are engaged in operating motor vehicles to provide mass transportation on behalf of the district shall be entitled to tax refunds as allowed under ORS 319.831 to incorporated cities. LTD has full power to carry out the objects of its formation, exercising public and essential governmental functions, and having all the powers necessary or convenient to carry out and effectuate the purposes of a mass transit district

**ARTICLE 2
BOARD OF DIRECTORS**

2.1 Purpose of the Board of Directors

LTD shall be governed by a Board of Directors referred to as the “Lane Transit District Board of Directors” and the “LTD Board.” The individual directors are public officials. The LTD Board sets the policy for the District, focusing on customer satisfaction, employee engagement, community value, financial health and sustainability. LTD’s staff, guided by its General Manager, implements the policy set by the LTD Board through delegation of the authority of the mass transit District vested in the LTD Board.

2.2 Appointment

The Governor of the state of Oregon shall appoint all members of the LTD Board. Each director, upon Senate confirmation and before entering upon the duties of office, shall take and subscribe to an oath that the director will honestly, faithfully and impartially perform duties as a director and disclose any conflict of interest the director may have in any matter to be acted upon by the Board.

2.3 Number and Representation

The LTD Board shall consist of seven (7) directors, one of whom must be a person who regularly uses the services provided by LTD. Each director shall represent one of seven (7) distinct sub-districts within the District. Directors must reside in the subdistrict they represent. If a director moves from their subdistrict during their term of service, they must immediately resign from the Board. Occasionally, the US Census may affect the Board's subdistricts potentially causing a Board member to no longer eligible to serve at that time and creating a vacancy on the Board.

2.4 Term

The term of office of a director is four (4) years, but each director shall serve at the pleasure of the Governor. Before the expiration of the term of a director, the director's successor shall be appointed. A director is eligible for reappointment for as determined by the governor. In case of a vacancy for any cause, the Governor shall appoint a person to serve for the unexpired term. A director whose term has expired shall continue to serve until the appointment of a successor unless discharged earlier by the Governor.

2.5 Contract Review Board

The Board of Directors shall serve as LTD's Contract Review Board. The Contract Review Board shall meet on a regular schedule in open session. The Contract Review Board is responsible for the review, approval and management of all LTD Contracts, subject to any delegation of that authority to the General Manager. Any such delegation, in subject or amount, made to the General Manager shall be deemed exclusive unless otherwise stated in the delegating resolution. Further guidance for directors related to current delegation of contracting authority made to the General Manager can be found in the Board Governance Policy Manual: Resolution No. 2021-09-15-048, *Public Contracting Procedures and other Related Procurement Policies*; Ordinance No. 30, *Contract Review Board*.

2.6 Directors' Responsibilities

2.6.1 Ethical Obligations; Conflicts of Interest

Directors are subject to Oregon's Government Ethics Law, found in ORS Chapter 244 and OAR Chapter 199, which provide the governing directives for ethical performance of duties and the avoidance of perceived and actual conflicts of interest under Oregon law. Further guidance for directors regarding ethics and the avoidance of conflicts of interest can be found in in the Board Governance Policy Manual: Policy No. 100.30, *Board Conflict of Interest Policy*.

2.6.2 Avoidance and Reporting of Discrimination and Harassment

Directors must conduct themselves at all times in a respectful and professional manner when engaging with the public, LTD staff, and each other. Further guidance for directors on the avoidance of discriminatory and harassing behavior, and the process for reporting and investigating complaints of such behavior can be found in in the Board Governance Policy Manual: Policy No.100.20, *Board Harassment, Discrimination and Retaliation Policy*.

2.6.3 Public Engagement

Directors are encouraged to participate in and with the community they serve. When a director is participating in a community service or other engagement as a representative of LTD, they shall identify themselves as such and shall express positions on issues relevant to the engagement that are consistent with the positions of the majority of the LTD Board. Further guidance for directors related to public engagements can be found in in the Board Governance Policy Manual: Policy No. 100.40, *Board Public Engagement Policy*.

2.6.4 Use of District Resources

A director may request the use of LTD resources for Board-related matters within the parameters defined in the policy. Further guidance to directors on the use of LTD resources can be found in in the Board Governance Policy Manual: Policy No.100.50, *Board Use of District Resources Policy*.

2.7 Resignation and Removal

A director may resign at any time upon written notice being given to the Board President of their intent to do so. Directors serve at the pleasure of the Governor and may be removed by the Governor at any time. Only the Governor has the authority to remove a director prior to the expiration of their term. Based on Board member violation of statutes, administrative rules, public meeting law, ethics law, or policy; the Board, with a majority vote, may make a recommendation to the Governor for removal from the Board.

2.8 No Compensation for Service; Board-Related Expenses

Directors serve as volunteers and may not receive compensation or other gifts of value for their service as a director. Further guidance for directors related to reimbursement and direct-pay of Board-related expenses can be found in in the Board Governance Policy Manual: Policy No. 100.60, *Board Travel Expense Reimbursement*.

2.9 Communication Among Public, LTD Staff and Directors

All communication, including complaints, from the public to the Board regarding LTD-related matters should go through the Clerk of the Board and General Manager for initial review. All director communications to LTD staff should go through the General Manager. Further guidance for directors related to public and staff communication can be found in in the Board Governance Policy Manual: Policy No. 100.10, *Board Working Agreement*.

ARTICLE 3 OFFICERS

The LTD Board shall have the following officer positions: President, Vice-President, Treasurer and Secretary. Officers shall serve in their position for an initial period of 24 months and may be re-elected to their position for a subsequent term, as long as the person remains a director for that period.

3.1 Elections

Elections for officer positions shall occur in the first regular meeting held after July 1 of each year. Any director whose term on the Board extends for another year may nominate themselves or be nominated by another director for any position. This includes directors currently in an officer role; such officers may be nominated to continue in that position or to fill another officer position. Nominations for President shall be made first, allowing those nominated an opportunity to speak before a vote is taken. Each director shall vote orally. All directors must vote, including those nominated for the position. A simple majority of the vote is sufficient for election. Once the President is elected, the election for Vice President shall proceed in the manner described above, following thereafter with the election for Treasurer and then Secretary. A director nominated by another director for a specific position may decline the nomination while still remaining eligible for nomination to a different position. A director unsuccessfully nominated for a position remains eligible for nomination to another position.

3.2 Mid-Term Vacancies

A vacancy in any officer position shall be filled by election by the Board of Directors in the manner described in Section 3.1 when the need arises. The newly elected officer shall take office immediately upon election to fill the balance of the unexpired term.

3.3 Authorities and Responsibilities of Officer Positions

Officers shall have the authority set forth below and, in the case of all officers below President, any additional authority delegated to them by the Board President.

3.3.1 President

The President shall facilitate all Board meetings, including, in consultation with the General Manager, determining the final agenda, the order and timing of business at Board meetings, and public participation. With the exception of members of the media, other directors, and the General Manager, the President shall decide who is allowed to attend an executive session of the Board. The President shall act as Board liaison between the Board and the LTD Executive Management Team, and Board Counsel. The President shall appoint members of standing and ad hoc committees, and may call for the creation of additional ad hoc committees as they deem the need to arise. The President shall sign and facilitate the implementation of ordinances and resolutions of the LTD Board. Board majority can overrule decisions made by the Board President.

3.3.2 Vice-President

In the event of the Presidents absence or inability to preside, the Vice President shall assume the duties of presiding over the meetings of the Board. If however, the President is to be

permanently unable to preside, the Board shall select a new President for the remainder of the President's term.

3.3.3 Treasurer

The Treasurer has the authority to perform all duties generally incident to the office of Treasurer. The Treasurer delegates responsibility their duties to the LTD Finance Director.

3.3.4 Secretary

The Secretary shall give appropriate notice of all meetings of the Board; ensure recordings and/or minutes of all Board meetings are maintained; act as custodian of LTD records and the seal of the District; affix the seal to official documents when required; keep a book or record containing the names and places of residence of all directors, as well as their dates of appointment and qualifications as directors; and perform all duties generally incident to the office of Secretary. The Secretary delegates responsibility of their duties to the Clerk of the Board.

ARTICLE 4 LTD BOARD MEETINGS

The LTD Board of Directors shall hold regular meetings, special meetings, and executive session meetings. From time to time, sub-committees formed in accordance with these bylaws shall also hold meetings. All regular, special and executive session meetings are subject to the requirements of Oregon's Public Meetings Law, ORS 192.610-192.690, including the notice requirements of ORS 192.640 and the notice of authority for executive session requirements of ORS 192.660. Sub-committee meetings held for the purpose of deciding the business of LTD, including developing recommendations to be presented to the LTD Board, are also subject to the requirements of the Public Meetings Law. Further guidance for directors related to process for calling, noticing and holding public meetings can be found in the Board Governance Policy Manual: Ordinance No. 52, *Rules for Meetings of the Lane Transit Board of Directors*.

4.1 Types of Meetings and Notice Required

4.1.1 Regular Meetings

A regular meeting is an open meeting of the LTD Board of Directors. The LTD Board shall hold a regular meeting every month, on a predetermined regularly scheduled day and time. The Clerk of the Board shall provide for and give public notice for all regular Board meetings pursuant to ORS 192.640.

4.1.2 Special Meetings

A special meeting is an open meeting. The President of the Board or a majority of the directors may call for a special meeting. The Clerk of the Board shall give notice of a special meeting pursuant to ORS 192.640. The Secretary shall give notice of a Special Meeting to the members of the Board who did not call for the meeting at least five days in advance, unless each member entitled to such notice waives the time requirement in writing. Under no circumstances may a special meeting that is not also an emergency meeting be called to occur with less than 24-hour notice. No business other than that described in the notice shall be considered or acted upon at a special meeting.

4.1.3 Emergency Meetings

An emergency meeting is a type of special meeting that is called on less than 24-hours' notice. The Board of Directors must be able to articulate a valid reason why at least 24-hours' notice of the meeting could not be given. An "actual emergency" must exist and the minutes of the meeting must describe the emergency justifying less than 24-hours' notice. Such notice as is appropriate for the circumstances must be given for emergency meetings. The Clerk of the Board must attempt to contact the media and other interested persons by telephone or email to inform them of the meeting.

4.1.4 Executive Session Meetings

An executive session may be called to occur during a Regular Meeting, or as a Special Meeting, including an emergency meeting. If the executive session is to occur during a regular meeting, the Board may go into executive session upon the President's identification in the regular meeting of the statutory authority for the executive session. The President shall decide who may attend the executive session, but members of the media and the General Manager may not be excluded unless one of the circumstances allowing such exclusion under ORS 192.660 exists. If only an executive session will be held, appropriate and timely notice must be given for a special meeting, with the authority for the executive session being listed therein. No business other than that for which the executive session is authorized may be discussed in executive session and no decisions may be made.

4.2 Director Preparation for Meetings

All directors are expected to be prepared for all meetings, including having thoroughly reviewed the meeting materials prior to the meeting, and asking questions of the General Manager or their designee prior to the day of the meeting. To the greatest extent possible, if a director intends to request that an item be taken off of the consent agenda, they shall notify the Clerk of the Board and/or the General Manager no later than the day prior to the meeting of that intent so the appropriate staff member can attend the meeting, prepared to respond to the director's inquiries. Directors should anticipate the need to seek legal guidance on a matter listed on the agenda and seek that guidance from Board Counsel prior to the meeting, unless the meeting is an executive session meeting held for the purpose of obtaining legal advice.

4.3 Compliance with Public Meeting Laws

The LTD Board of Directors is a governing body of a public body, and is thus subject to the requirements, limitations and rules of the Oregon Public Meeting Law. ORS 192.610, *et seq.*

4.3.1 Email Communication

All emails to or from a Board member using their LTD email address, with the exception of those covered by the attorney/client privilege or another specific exemption, are public records, subject to disclosure through a public record request. Email cannot be used as a means to either deliberate with a quorum of the LTD Board, or to gather information from a quorum of the LTD Board that will be used for deliberation, unless the required notice and the ability for public inclusion in the email discussion is first provided.

4.3.2 Serial Communication

Serial communication is the term used to describe an inappropriate method of communication engaged in to circumvent the requirements of Oregon Public Meeting Law. It occurs when one or more board member engages in consecutive discussions with less than a quorum about a matter that would otherwise be subject to the Oregon Public Meeting Law. It can occur in any form – telephone, in person, email or text – or a combination of forms. If the number of Board members who participate in the series of communications on the same topic reaches a quorum, regardless of the number engaging in a specific discussion in that series, the entire series of conversations were subject to the Oregon Public Meeting Law.

4.4 Manner of Holding Meetings and Voting

Meetings of the LTD Board may be held in-person and/or electronically.

4.4.1 Quorum Present

A majority of the LTD Board of Directors, including vacant positions, shall constitute a quorum authorized to conduct the business of LTD. Unless specifically indicated, a majority vote of a quorum is sufficient to pass any business up for a vote before the LTD Board.

4.4.2 Notice and Public Participation

The Clerk's notice of the meeting shall indicate the mode or modes of the communication for the meeting and shall provide a reasonable means for members of the public to attend the meeting. For meetings held by email, the notice shall specifically request interested members of the public to provide their email addresses to the Clerk of the Board for inclusion in the group email.

4.4.3 Video and/or Telephone Conference Meetings

For video and/or telephone conference meetings, all participants, including members of the public, must be able to see and/or hear all other participants in real-time. The President or their designee shall host the meeting and take reasonable measures to ensure orderly and fair opportunity for discussion by all participants wishing to speak.

ARTICLE 5 COMMITTEES

The LTD Board may, from time to time, perform its duties, gather information, and develop recommendations through authorized sub-committees. The LTD Board may also from time to time have a designated seat on the board of other organizations and/or be asked to sit on a stakeholder committee representing the District if so doing serves the interests of LTD. A current list of active committees and assignments to each can be found in the Board Governance Policy Manual, *Committees and Assignments*.

5.1 Standing Committees

The Board President shall appoint directors to serve on the LTD Board's standing committees to serve for two-year terms. As a matter of practice the General Manager may be consulted when creating committee assignments. Each committee shall have a Chair elected by the

corresponding committee. Any proposal for a decision by the LTD Board shall be placed on the agenda of an upcoming Regular Meeting for discussion and vote, if a vote it is to be taken.

5.2 Ad hoc Committees

The President, shall appoint ad hoc committees, or portions thereof, as needed for efficient conduct of LTD's business. As a matter of practice the General Manager may be consulted when creating committee assignments. Ad hoc committees are created to accomplish a specific objective or objectives and shall dissolve upon the completion thereof. Ad hoc committees may be entirely internal within LTD, or comprised of representatives from other community organizations.

ARTICLE 6 GENERAL MANAGER

The General Manager is responsible for managing LTD's day-to-day affairs and administering the programs and policies approved by the LTD Board.

Further guidance regarding the responsibilities of the General Manager and the relationship between the General Manager and the Board of Directors can be found in Board Governance Policy Manual, *Current General Manager Employment Agreement*, and *Board and General Manager Working Agreement*.

In the event of the General Manager's absence or removal, the LTD Board shall authorize a General Manager Pro Tempore to act in the General Manager's place. Such authority ends immediately upon return of the General Manager or the appointment of an Interim or new General Manager. Further guidance on the General Manager Pro Tempore can be found in the Board Governance Policy Manual, *resolution no. 2018-03-17-006*.

ARTICLE 7 MISCELLANEOUS

7.1 Indemnity

The District shall defend and indemnify Board members against all tort claims, civil lawsuits and administrative complaints pursued by third parties against the board member individually for conduct allegedly occurring while the Board member was acting in their capacity as a Board member. The District reserves the right to deny indemnification of a Board member who is found to have engaged in malfeasance in office or willful or wanton neglect of duty. The Board member's right to defense and indemnity under this provision does not extend to investigations of complaints pursued by the District under its Harassment Policy, other internal investigations of a Board Member pursued by the District, or investigations initiated by or pursued by the Governor's office. Legal services and indemnification shall be provided by the District under this provision irrespective of whether or not the District is a party to the cause or itself subject to liability.

7.2 Amendments

These bylaws, as adopted by the LTD Board of Directors, may be revised or amended at any regular or special meeting of the LTD Board by a vote of the majority of the whole membership of the Board, except as otherwise provided in the bylaws; provided that copies of the proposed

revisions or amendments shall have been available to each Board member at least one (1) week prior to the regular or special meeting at which proposed revisions or amendments are to be acted upon.

Approved and Adopted this 3rd day of August 2022, by a majority vote of the LTD Board of Directors.

Caitlin Vargas
President, LTD Board of Directors

FILED

APR 24 2018

LANE COUNTY CLERK

BY

ORDINANCE NO. 52

**AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE
LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND
AMENDING AND RESTATING ORDINANCE NO. 45.**

WHEREAS Lane Transit District is reorganizing and updating its Board governance procedures:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 45 is amended and restated in its entirety to read as follows:

Section 1. Meetings to Be Public

In accordance with Public Meetings Law, all meetings of the Board of Directors shall be open to the public and all persons, unless otherwise excluded, shall be permitted to attend, except that the public may be excluded from executive sessions.

Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at regular monthly Board meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president.

Section 2. Regular Meetings

a. Time

The Board of Directors shall hold regular monthly meetings at the time and day as designated by the Board Resolution Setting Time and Day for Regular Monthly Board Meetings. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same time on the next succeeding day not a holiday, or as otherwise directed by the Board.

b. Place

Regular meetings shall be held in the Board Room at the District's Glenwood-area facility, or at such other location as the Board of Directors may specify from time to time and cause to be included in the notice of meeting.

c. Notice

Public notice shall be given, reasonably calculated to give actual notice, to interested persons of the time and place for holding regular meetings. The notice also shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Directors to consider additional subjects.

Section 3. Adjourned or Canceled Meetings

Meetings may be adjourned to a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

Meetings may be canceled. In the event a meeting is canceled, a notice of cancellation of meeting shall be posted on the Lane Transit District website as soon as is reasonably possible.

Section 4. Special Meetings

a. Call

The president of the Board or a majority of the directors may call special meetings.

b. Notice

At least 24 hours' notice of special meetings shall be given to the directors, the news media which have requested notice, and the general public. The notice shall state the time, place, and purpose of the meeting.

Section 5. Emergency Meetings

a. Call

The president of the Board or a majority of the directors may call emergency meetings.

b. Notice

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances both to the directors and to the public. The minutes and/or recording for such a meeting shall describe the emergency justifying less than 24 hours' notice. The notice shall state the time, place, and purpose of the meeting.

Section 6. Executive Sessions

The Board of Directors may hold executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the specific provision of the Public Meetings Law that authorizes the executive session.

If an executive session only will be held, notice shall be given to the members of the Board of Directors and to the general public, stating the specific provision of law authorizing the executive session.

Section 7. Telephone or Other Electronic Communication

Any meeting of the Board of Directors, including an executive session, may be held through the use of telephone or other electronic communication, provided it is conducted in accordance with Public Meetings Law and with this ordinance. When telephone or other

electronic means of communication is used and the meeting is not in executive session, the Board of Directors shall make available to the public a place where the public can listen to the communication at the time it occurs. The place provided may be a place where no Board member is present, but said place shall be located within the geographic boundaries of the District.

Section 8. Place of Meetings

All meetings shall be held within the geographic boundaries of the District, and shall be in a place accessible to persons with disabilities. A meeting of the Board of Directors that is held through the use of telephone or other electronic communication shall be deemed held within the geographic boundaries of the District if the place provided for the public to listen to the communication is located within the geographic boundaries of the District. Training sessions may be held outside the geographic boundaries of the District as long as no deliberations towards a decision are involved.

Section 9. Conduct of Meetings

a. Presiding Officer

The president, and in the president's absence, the vice president; and in the absence of both, a director selected by the directors present to act as president pro tem, shall preside at meetings of the District directors.

The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

b. Minutes

The secretary, or a person so designated by the secretary or Board of Directors, shall keep a sound, video or digital recording or prepare written minutes of the District Board meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

1. All members of the Board of Directors who are present at the meeting;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The substance of any discussion on any matter; and
4. Subject to Public Records Law, a reference to any document discussed at the meeting.

If written minutes are kept for a regular meeting, minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording which need not be transcribed unless

otherwise required by law. Material, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from disclosure unless otherwise ordered by the court in any legal action.

The approved written minutes, or the sound, video, or digital recording shall be considered the official record of the Board meeting and shall be retained by the Clerk of the Board in accordance with the Public Meetings Law and Oregon Administrative Rules regarding document retention.

c. Quorum

A quorum of Board members is a majority of the Board members, even if a position is vacant or a director is absent. Therefore, four (of seven) Board members are required for a quorum. A quorum is required to hold a public meeting.

d. Rules

Roberts' Rules of Order shall be the parliamentary procedure for meetings of the District Board, except when a specific rule is provided by statute or this ordinance, or by a resolution of this Board.

e. Matters to be considered

1. At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters that they desire to consider, whether in the published agenda or not, except that an ordinance can be considered only at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.
2. At special meetings, only those matters that were specified in the notice of the meeting shall be considered.
3. At emergency meetings, only the emergency matters shall be considered.
4. No final action may be taken in executive session; however, a consensus of the Board may be determined.

Section 10. Notices

a. Notices to Directors

Notice to directors shall be deemed given when sent, via e-mail, to the director's LTD email address.

b. Public Notice

All public notices shall be given in one or more newspapers of general circulation within the District, published on the District's website, and in such other and additional manner as the Board of Directors shall from time to time direct.

c. News Media

Notice of all meetings must be given to news media which have requested notice.

Section 11. Ordinances

a. Publication of Agenda

1. Except in an emergency, an ordinance shall not be considered or voted upon by the Board unless the ordinance is included in the published agenda of the meeting. The agenda of a meeting shall state the time, date, and place of the meeting; give a brief description of the ordinance to be considered at the meeting; and state that copies of the ordinance are available at the office of the District.
2. The presiding officer shall cause the agenda to be published not more than ten days nor less than four days before the meeting, in one or more newspapers of general circulation within the District.

b. Adoption

Except as provided by subsection 3 of this section, before an ordinance is adopted, it shall be read during regular meetings of the District Board on two different days at least six days apart. If the ordinance as initially read is substantially amended prior to adoption, it shall be read as amended during regular meetings of the District Board on two different days at least six days apart, the first of which may be the meeting at which it is amended.

1. The reading of an ordinance shall be full and distinct unless at the meeting:
 - 1.1. A copy of the ordinance is available for each person who desires a copy; and
 - 1.2. The Board directs that the reading be by title only.
2. Except as provided by subsection 3 of this section, the affirmative vote of a majority of the members of the District Board is required to adopt an ordinance.
3. An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular, special, or emergency Board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the Board at the meeting, a quorum being present, is required to adopt an emergency ordinance. No emergency ordinance shall be adopted imposing an income tax nor changing the boundaries of the District.

c. *Signing and Filing*

1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:
 - 1.1. Signed by the presiding officer;
 - 1.2. Attested by the person who served as recording secretary of the District Board at the session at which the Board adopted the ordinance; and
 - 1.3. Filed in the records of the District.
2. A certified copy of each ordinance shall be filed with the county clerk, available for public inspection.
3. Within 15 days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published in one or more newspapers of general circulation within the District. The notice shall:
 - 3.1. Briefly describe the ordinance;
 - 3.2. State the date when the ordinance was adopted and the effective date of the ordinance; and
 - 3.3. State that a copy is on file at the District office and at the office of the county clerk of the county, available for public inspection.

d. *Effective Date*

1. Except as provided by subsection 2 of this section, an ordinance shall take effect on the 30th day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the District, it shall not take effect until approved by a majority of those voting on the ordinance.
2. An emergency ordinance may take effect upon adoption.

e. *Petition to Adopt, Amend, or Repeal an Ordinance*

Any interested person who is a landowner within the District or an elector registered in the District may petition the Board of Directors to adopt, amend, or repeal an ordinance. Any such person may appear at any regular meeting of the Board and shall be given a reasonable opportunity to be heard.

Section 12. Resolutions and Motions

- a. All matters, other than legislation coming before the District Board and requiring Board action, shall be handled by resolution or motion. A motion approved by the vote of the majority of all Board members shall have the same force and effect as a resolution.

- b. The affirmative vote of a majority of all Board members (four of seven) is required to pass a motion. Even if only five members attend the meeting, four must vote affirmatively to pass the motion.

Section 13. Officers

The Board shall choose from among its members, by majority vote of the members, a president, vice president, treasurer, and secretary to serve for terms of two years. Terms of office shall begin on the first day of January and end on the last day of December in even-numbered years. In case of a vacancy in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors 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.

Section 14. Committees

The president, on the president's own motion, or the directors by majority vote, may appoint committees to make investigations, to study problems, and to make recommendations to the Board of Directors. A committee that reports directly to the Board is a "Board subcommittee" or a "community advisory committee." Board subcommittees only include directors. Community advisory committees may include persons who are not directors. The appointment shall include a designation of a president of the committee. All provisions of this ordinance shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board of Directors," and "committee members" for "directors."

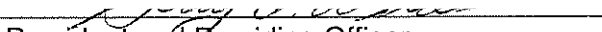
Two or more committees may meet jointly so long as a quorum of the Board of Directors is not present, unless the required notice for a Board meeting has been given. Although two or more committees may meet jointly, separate minutes or recordings and separate votes must be taken for each committee.

Section 15. General Manager

The general manager shall attend all Board meetings and may participate in such meetings, but has no vote. The Board of Directors may appoint a general manager pro tempore during the absence or disability of the general manager.

ADOPTED this 18 day of April, 2018.

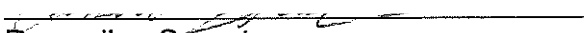
ATTEST: 



President and Presiding Officer



Secretary



Recording Secretary



Lane Transit District
 P. O. Box 7070
 Springfield, Oregon 97475
 (541) 682-6100
 Fax: (541) 682-6111

CERTIFICATION

The undersigned duly qualified and acting Clerk of the Board of the Lane Transit District certifies that the foregoing is a true and correct copy of Ordinance No. 52, "an ordinance providing rules for meetings of the Lane Transit District Board of Directors, and amending and restating Ordinance No. 45," as adopted at a legally convened meeting of the Board of Directors held on April 18, 2018.

 Signature of Recording Officer

 Clerk of the Board
 Title of Recording Officer

 April 18, 2018
 Date

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STATE OF OREGON)
 COUNTY OF LANE)

This is to certify that I have compared this document with the original and that it is a correct transcript of the whole original document as it appears on file or record in this office in my official care and custody.

Attending to this fact, I hereby set my hand and affix the Seal of the County Clerk (Ex-Officio) in and for Lane County, State of Oregon:

This 24th day of April
 By Susan S. Stansbury
 Deputy

