

**CENTRAL OREGON  
AREA COMMISSION ON TRANSPORTATION  
(COACT)**

**OPERATING GUIDELINES**

Adopted March 17, 1999  
Revised January 12, 2012

# **CENTRAL OREGON AREA COMMISSION ON TRANSPORTATION (COACT)**

## **OPERATING GUIDELINES**

The jurisdictions representing Crook, Deschutes and Jefferson counties, the Confederated Tribes of the Warm Springs reservation and the respective cities of Bend, Culver, La Pine, Metolius, Madras, Prineville, Redmond and Sisters have been granted a charter establishing an Area Commission on Transportation for the Central Oregon Region by the Oregon Transportation Commission (OTC) as of November 17, 1998.

### **Purpose**

- To provide a forum for the discussion, understanding and coordination of transportation issues affecting the Central Oregon region.
- To review the process for determining transportation infrastructure, capital investments and project prioritization in the Central Oregon region.
- To advocate Central Oregon transportation issues to neighboring regions, area legislators and other interested organizations.
- To advise the Oregon Transportation Commission on state and regional policies affecting Central Oregon's transportation system.

### **Operating Philosophy**

COACT meetings will be scheduled every two months as a means to achieve the above mentioned goals. Additional meetings will be scheduled upon the request of the OTC, the ODOT Regional Manager, or by the desire of COACT. All meetings and committee functions will comply with the requirements of the Oregon Public Meetings Law, ORS 192.610 to 192.690, and every attempt will be made to involve the broadest spectrum of regional transportation stakeholders.

### **Structure and Membership**

The voting membership of COACT will consist of a member and alternate representing each of the following:

Crook County	(designated and/or elected official)
Deschutes County	(designated and/or elected official)
Jefferson County	(designated and/or elected official)
City of Bend	(designated and/or elected official)
City of Culver	(designated and/or elected official)
City of La Pine	(designated and/or elected official)
City of Madras	(designated and/or elected official)
City of Metolius	(designated and/or elected official)
City of Prineville	(designated and/or elected official)

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City of Redmond	(designated and/or elected official)
City of Sisters	(designated and/or elected official)
The Confederated Tribes of Warm Springs	(designated and/or elected official)
ODOT Representative	(ODOT Region 4 Manager appointment)
Jefferson County Stakeholder Representative	(non-elected official)*
Crook County Stakeholder Representative	(non-elected official)**
Bureau of Land Management Representative	(BLM appointment)
US Forest Service Representative	(USFS appointment)
Aviation Mode Representative	(COACT Executive Committee appointment)
Bicycle and Pedestrian Mode Rep.	(COACT Executive Committee appointment)
Rail Mode Representative	(COACT Executive Committee appointment)
Transit Mode Representative	(COACT Executive Committee appointment)
Trucking Representative	(COACT Executive Committee appointment)
Transportation Options Representative	(COACT Executive Committee appointment)

\*Jefferson County (in consultation with the Cities of Culver, Madras, and Metolius) will appoint one additional voting member from interested stakeholders which may represent, but are not limited to: public interest advocacy groups, environmental, land use, local citizens, business, education, public safety providers, non-profit organizations, etc.

\*\*Crook County (in consultation with the City of Prineville) will appoint one additional voting member from interested stakeholders which may represent, but are not limited to: public interest advocacy groups, environmental, land use, local citizens, business, education, public safety providers, non-profit organizations, etc.

Ex-Official Representation (non-voting) will consist of the following:

Local State Legislators	All Crook, Deschutes & Jefferson
Congressional Local Aides	3 Members
All OTC Commissioners	5 Members

The Bend Metropolitan Planning Organization will be represented on COACT through the City of Bend and Deschutes County COACT members.

COACT may choose to establish technical advisory committees to assist in the consideration of technical aspects of policy matters and/or to prepare alternatives and recommendations to be forwarded to the OTC.

## **Staffing Support**

Staff support will be provided by ODOT and/or the Central Oregon Intergovernmental Council or in any matter acceptable to COACT and ODOT.

## **Quorum**

At least 50% of the current voting members constitutes a quorum. Any vacant or unfilled voting member seats will not count toward the quorum.

## **Decision Making**

COACT will use a consensus decision-making process and will foster a collaborative approach to problem solving. Consensus means that all members agree to support the decision. Members may choose not to block the consensus even though they do not fully agree with the decision. Members are encouraged to voice and have recorded all views. Once a consensus decision has been reached, all members agree to support that decision.

Sufficient time will be provided for the members to seek advice from constituents, agencies, or other experts, when desired, before a decision is adopted. All members present at the meeting are included in the consensus process. Any member may abstain from the consensus and may request to be acknowledged as abstaining in any publication of the consensus. Abstaining is a choice not to block or to support the decision.

If any member feels the need to stand in the way of consensus on a decision, he/she will explain his/her concern with the proposed decision to the group, and the group will make every attempt to understand the concern and the underlying interests. The group may decide to delegate the issue to a working group for further exploration, development or recommendation for the full group.

If the group is unable to reach consensus with any of the approaches above, and if a majority of the group feels it is important to reach a decision on the issue in controversy, the group will vote and record the majority and minority views. It is the intent of COACT to use the voting system infrequently so as not to turn the work of COACT into one of garnering votes rather than working collaboratively to find solutions.

The group may delegate decisions on administrative matters to a smaller group, such as the executive committee

## **Coordination**

Coordination with stakeholder groups, residents, and other regions and ACTs is a primary obligation of COACT. COACT will consider local, regional and statewide perspectives.

## **Officers**

A Chairperson and Vice-Chairperson shall rotate annually between the three County representatives. The Chair shall preside at all meetings he/she attends and shall be responsible for helping the group adhere to the operating guidelines. The Chairperson will conduct all meetings in a productive manner, respectful of the need for all interests and

concerns to be raised. The Vice-Chairperson shall assume the duties of the Chair in his/her absence.

## **Executive Committee**

The Executive Committee will consist of the three appointed representatives from each County Government, Tribal Government, and a Region 4 ODOT Representative. The Executive Committee will guide the work of COACT by establishing agendas and meeting dates. All members may suggest agenda items.

## **Media Relations**

All members are free to speak to the press or to various groups on issues before COACT. Members should not represent COACT views unless the group has reached a decision on an item. Members should not characterize the views or comments made by other individual members. Specific media inquiries about COACT will be directed to the Chair, Executive Committee, and/or staff.

## **Meeting Conduct**

Members will treat each other with respect and in a manner that provides opportunity for group decision making. Conflict will also be addressed in keeping with the operating guidelines.

## **Subcommittee Formation**

COACT members or the Executive Committee can form any subcommittee, such as a technical advisory committee, on the basis of need. Members will be asked to submit names of resource persons in their communities. Subcommittees will form and/or disband per ongoing needs of COACT.

## **Public Outreach Process**

All COACT meetings will be open to public attendance and any member of the public may attend any meeting. The public is encouraged to participate at the appropriate time on the meeting agenda.

## **Meeting Notice**

Advanced meeting notice will be submitted to news media, adjacent ACTs, and to interested persons and stakeholder groups which have requested notice. Meeting notices will also be posted at local public institutions, and on the ACT website. Notices will include the time, place, agenda subjects, and the name of the person and telephone number (including TTY

number) to contact to make a request for an interpreter for the hearing impaired or for other communication aids. Meeting notices will be distributed one week prior to the meeting.

A paid meeting advertisement will be considered when COACT meets to develop project priorities for the STIP, for Draft STIP public hearings, and for all electronic meetings.

**Meeting Materials**

Advance agendas will be posted on the ACT web site one week prior to the meeting. For decision items, every effort will be made to post meeting materials on the ACT web site one week prior to the meeting.

Meeting materials will be made available to everyone in attendance at COACT meetings. Time will be provided on all meeting agendas for public comment.

**Meeting Schedule**

COACT meets every two months at a regular, established meeting time.

**Meeting Location**

COACT meetings will be held only in facilities that meet the accessibility requirements of the Americans with Disabilities Act (ADA). No meeting will be held in buildings where discrimination (race, sex, age, national origin, color, creed, disability) is practiced.

**Meeting Minutes**

Minutes shall be prepared for all COACT board meetings. Minutes shall be distributed to COACT members prior to the next meeting, and shall be posted on the ACT web site.