

Region 1 Area Commission on Transportation (R1ACT)

Bylaws

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PURPOSE

The Region 1 Area Commission on Transportation (R1ACT) is an advisory body established to provide a forum for stakeholders to collaborate on transportation issues affecting Oregon Department of Transportation (ODOT) Region 1. R1ACT is intended to strengthen state and local partnerships in transportation planning, programming and development.

AUTHORITY

ORS 184.610 to 184.666 gives the Oregon Transportation Commission (OTC) the authority to establish the policies for the operation of ODOT and for the administration of programs related to transportation. The Area Commissions on Transportation (ACTs) are advisory bodies chartered under authority of the OTC. The OTC retains oversight and final decision-making authority to assure efficient management of the state transportation system. ACTs provide valuable input and recommendations to that process.

R1ACT is a voluntary association of government and non-government transportation stakeholders and has no legal regulatory, policy or administrative authority. The ACT process and resulting recommendations shall comply with relevant laws, regulations and policies. As an advisory body to the OTC with authority to make recommendations on policy or administration, R1ACT meets the definition of a “Governing Body” and falls under the requirements of the Public Meetings Law, ORS 192.610 to 192.690. R1ACT members shall comply with the requirements of Oregon Government Standards and Practices laws concerning conflict of interest.

MISSION

The primary mission of R1ACT is to advise the OTC on state and regional policies affecting ODOT Region 1’s transportation system. In accordance with this purpose, R1ACT shall:

1. Provide a forum for coordinating, learning, understanding and gaining consensus around transportation plans, policies, projects and funding;
2. Provide recommendations to the OTC regarding program funding allocations for the Statewide Transportation Improvement Program (STIP) and other funding opportunities and programs;
3. Engage key stakeholders and the general public with a process consistent with state and federal laws, regulations and policies;
4. Recommend short- and long-term transportation investment priorities based on state and local plans and addressing identified needs of ODOT Region 1’s transportation system while balancing local, regional and statewide perspectives; and

5. Communicate and coordinate regional recommendations, priorities and activities, and collaborate with other organizations and interests, including as applicable other ACTs, ODOT advisory committees, the Governor’s Regional Solutions Centers (RSCs), county coordinating committees, regional partnerships and investment boards, state legislators, Oregon’s congressional delegation, and other agencies and stakeholders.
6. Coordinate and collaborate with the federal Metropolitan Planning Organization, through the Joint Policy Advisory Committee on Transportation, which administers the development of the Regional Transportation Plan and Metropolitan Transportation Improvement Plan, in accordance with federal metropolitan transportation planning and programming rules (identified in Title 23 Part 450 Subpart C 450.300 – 450.338).

MEMBERSHIP

Voting Membership

Public Agencies	Stakeholders appointed by counties or coordinating committees***	Stakeholders appointed at large
Counties (4)*	Clackamas (4)	Active Transportation (1)
Cities (4+)**	Hood River (2)	Freight (1)
ODOT (1)	Multnomah (5)	
Metro (1)	Washington (4)	
TriMet (1)		
Rural Transit (1)		
City of Portland (1)		
Port of Portland (1)		
Total Voting Membership		31 Members

*One Commissioner per county

**A minimum of one city elected official per county

***One stakeholder per county should represent business or labor

Non-voting Membership

The following officials and organizations shall be invited to be non-voting, ex officio members of R1ACT:

- Oregon Department of Environmental Quality (DEQ)
- Regional Solutions Team Coordinator
- Oregon Transportation Commissioners
- State legislators representing parts of Region 1
- Members of Congress representing parts of Region 1

RIACT may nominate and elect other ex officio members from the following categories on either an ad hoc or ongoing basis:

- State and federal agencies
- Tribal governments
- City and county transportation departments
- Regional groups that have an interest in transportation issues such as land use and housing advocates, regional partnerships, regional investment boards and law enforcement agencies.

Alternates

Only ACT members representing the Clackamas County, Hood River County, Multnomah County, Washington County, the City of Portland, the Port of Portland, ODOT, TriMet and Metro shall designate alternates. Alternates will be selected by the primary member and approved by the nominating body. In order to ensure good representation, when a primary member is unable to attend a meeting, the member should contact the designated alternate to serve in the member's place. An alternate may only vote when the primary member is absent. The alternate's vote will be assumed to represent the vote of the ACT member for whom they are standing in.

Appointments, Nominations and Balance of Representation

The initial nomination and appointment process will occur as follows:

1. ODOT, the four county commissions, City of Portland, TriMet, Metro and Port of Portland representatives will be selected by their respective governing bodies prior to the first official meeting of the ACT. These agencies will be the official appointing body for additional members, except for the active transportation and freight positions, for the initial appointment process only. Future appointments will be approved by the full ACT.
2. Rural transit agencies will caucus to nominate a rural transit representative.
3. At least one city per county must serve on the ACT. City representatives may be selected by a caucus of mayors or other process determined by the cities in each county. The cities may also choose to route all of their nominations (city, stakeholder and business/labor) through the next step.
4. Each county will solicit nominations for its respective business/labor and stakeholder members according to the following:
 - The Clackamas County Coordinating Committee and County Commission will solicit nominations.
 - Hood River County will develop a coordinating committee or other mechanism to solicit and nominate candidates.

- The East Multnomah County Transportation Committee (EMCTC) and City of Portland will solicit and nominate candidates.
- The Washington County Coordinating Committee will solicit and nominate candidates.

Cities may be appointed as stakeholders through the county/coordinating committee processes with a minimum of one city per county (in addition to the City of Portland). Nominating entities should also consider appointments from agriculture, timber, tourism and citizen representatives.

5. ODOT staff will work with the nominating entities (counties, city caucuses, etc.) to ensure that the ACT retains a diversity of stakeholder input and meets the following guidelines:
 - A minimum of 50% representation by elected officials, Port of Portland and transit districts.
 - A representative from the fields of environmental justice and health.
6. The members appointed in Step 1 will appoint the rural transit representative, city representatives and stakeholder representatives.
7. The active transportation and freight representatives will be nominated via an application process administered by ODOT. The nominations will be approved by the ACT members appointed through the previous step.

Ongoing membership nominations will follow the initial protocols to fill vacancies or reappoint members at the end of membership terms. Appointments shall be confirmed by a vote of the ACT.

Terms of Service

To preserve institutional knowledge and ensure continuity, R1ACT members shall serve staggered four-year terms. Initially, some members may be appointed to partial terms expiring in less than four years to set the schedule for this framework. If a stakeholder member changes employment or organizational status, a vote of the ACT will decide to either continue the member's term or appoint a replacement. The nine self-appointed members of the Formation Committee shall be automatically reappointed to represent their entities. If a Formation Committee member leaves his or her appointed position, the nominating entity shall immediately nominate a replacement.

Officers and Executive Committee

A Chair and Vice-Chair shall be elected by a vote of the ACT. The Chair and Vice-Chair may not be appointed to the ACT by the same county. The Chair shall preside at all meetings attended, sign documents and correspondence, orient new members, approve agendas, represent the ACT in other venues and serve as R1ACT's official spokesperson. The Vice-Chair shall

serve as the Chair's primary alternate and shall preside at R1ACT meetings in the Chair's absence. The Chair, Vice-Chair and ODOT representative will form an Executive Committee to set agendas, schedule meetings, and facilitate the development of the ACT workplan by the ACT. R1ACT can form standing or ad hoc subcommittees as necessary to consider policy and technical issues and report back to the ACT. Consideration will be given to existing advisory committees across Region 1 to avoid duplication and redundancy.

Officers shall serve two-year terms starting at the first meeting of the calendar year. Officers may be elected to more than one term in office.

Attendance

All voting members of R1ACT are expected to participate in all meetings or send an alternate if applicable. If a voting member fails to participate in three (3) consecutive meetings, the Chair may declare the position vacant.

Coordination

As part of its regular report to the OTC, R1ACT shall review how it coordinates with other bodies and interests.

Key membership categories will be met by the following requirements:

- Elected officials
 - One county commissioner from each county will be a voting member
 - At least one city per county will be a voting member, in addition to the City of Portland
 - The elected Metro Councilor appointed as chair of JPACT will be a voting member
 - Among the 16 county stakeholder appointments (beyond the one county and one city representative from each county), at least two must be elected officials
- Freight and Mobility
 - A freight representative will be a voting member
 - The Port of Portland will be a voting member
- Active Transportation and Transit
 - An active transportation representative will be a voting member
 - The region's largest transit district (TriMet) will be a voting member
 - A rural transit representative will be a voting member
- Private Sector, Health and Environmental Justice

- One representative per county must be a business or labor stakeholder
- One representative must be able to represent the connection between transportation and public health
- One representative must be able to actively represent Title VI protected classes and address disproportionately high and adverse human health and environmental effects of programs, policies and activities on minority populations and low-income populations

OPERATION

Meetings

R1ACT shall meet at regular intervals as determined by the ACT or as scheduled by the Executive Committee. Meetings may take place in different parts of the region as determined by the Executive Committee.

Decision-Making

R1ACT will use a consensus decision-making process and will foster mutual respect and a collaborative approach to problem-solving. Members will seek to advance broad interests and look for win-win solutions. Members are encouraged to voice and have recorded all views. Once a consensus decision has been reached, all members agree to support that decision.

A quorum is defined as sixteen members present. Eighteen votes are required to advance a decision in an instance that consensus cannot be reached. The R1ACT minority would then be empowered to produce and record a report outlining the minority's opinions on the decision that would be presented along with the majority recommendation.

A simple majority of members present with quorum is required for the following administrative actions:

- Approval of meeting minutes
- Confirmation of appointment of new members
- Approval of or amendment to the ACT's annual work plan

Public Involvement

For R1ACT to fulfill its advisory role in prioritizing transportation problems and solutions and recommending projects, the ACT will involve the public and stakeholders in its decision-making and follow a Public Involvement Plan. As R1ACT considers local, regional and statewide transportation issues, it will provide public information and involve the public in its

deliberations. To comply with federal environmental justice requirements, the public involvement process will include a strategy for engaging minority and low-income communities in transportation decision-making.

R1ACT will comply with Oregon's Public Meetings Law, ORS 192.610 to 192.690.

Work Program

R1ACT's Executive Committee shall facilitate the development of an annual work plan by R1ACT members. The work plan can be amended at any time by consensus or a vote of the ACT. The Executive Committee shall meet as needed to facilitate the development of and monitor the work plan. R1ACT shall review work plans and accomplishments at least once every two years and submit a report to the OTC. The report shall review R1ACT functions including staffing, public participation and coordination with other entities.

Support Staff

R1ACT will be staffed by ODOT. ODOT will provide planning staff assistance to R1ACT and financial support sufficient for administration of the ACT to meet OTC expectations.