

# SOUTH WEST AREA COMMISSION ON TRANSPORTATION BYLAWS

## PURPOSE

The South West Area Commission on Transportation (SWACT) is an advisory commission to the Oregon Transportation Commission (OTC) representing the South West area of Oregon (Coos, Curry, and Douglas Counties). SWACT was formed to strengthen the state/local partnership in transportation planning, programming and development.

## MISSION

- To provide a forum of local government agencies and the private sector to discuss, understand, and coordinate transportation issues affecting the entire South West area.
- To review the process for determining transportation infrastructure, capital investments, and project prioritization in the South West area.
- To recommend priorities for state transportation infrastructure and capital investments such as the Statewide Transportation Improvement Program (STIP).
- To educate the public, neighboring regions, legislators, and other interested organizations about South West area transportation issues.
- To advise the Oregon Transportation Commission on state and regional policies affecting South West Oregon's transportation system.

## RATIONALE FOR GEOGRAPHIC BOUNDARIES

The geographic area of SWACT is Coos, Curry, and Douglas Counties. The primary rationale for selecting this area is the connections with the Interstate 5 corridor, namely Oregon 38 and 42 that provide links from the South Coast to the I-5 Corridor through Douglas County.

## MEMBERSHIP

Membership is comprised of up to 20 voting members, representing Douglas, Coos, and Curry County. Membership includes Public Sector representatives as appointed by the governing body from the following counties and cities: Douglas County, Coos County, Curry County, Roseburg, Coos Bay, and Brookings, and ODOT. Remaining membership includes two At-Large Cities and two Stakeholders from Douglas County, one At-Large City and two Stakeholders from Coos County, one Stakeholder from Curry County, and modal representation of ports, bicycle and pedestrian, freight/rail, aviation, and transit from either county.

Douglas County	Coos County	Curry County	Modes
Roseburg	Coos Bay	Brookings	Port
Douglas County	Coos County	Curry County	Bicycle & Pedestrian
At-large Cities (2)	At-large City (1)	Stakeholder (1)	Freight/Rail
Stakeholders (2)	Stakeholders (2)		Transit
			Aviation

**Terms:** At-Large Cities and Stakeholders will be selected to serve a three-year term starting from date of appointment with the ability to reapply at the end of their term and be reappointed.

**Alternates:** Each Public Sector jurisdiction and Modal members will appoint an alternate. In addition, up to five non-voting alternate Stakeholders, two from Douglas County, two from Coos County, and one from Curry County, may be appointed in the same manner as voting Stakeholder members. The alternates for Douglas and Coos Counties shall be designated as first and second alternate for each county, based on date of appointment, with most senior alternate being the first alternate and so on. In the absence of a voting Stakeholder(s), alternate members from that county may vote in the following manner: If one Stakeholder member is absent, the first alternate would vote; if two are absent, the first and second alternates would vote, respectively. Curry County will have one alternate. The vote of the Alternate is assumed to represent the vote of the ACT member for whom they are standing in. Members shall inform their Alternate when she/he is needed to attend the meeting in their place.

**Selection Process:** Stakeholders: ODOT staff will advertise the vacant position in newspapers of general circulation in the geographic area with the vacancy and forward names to the ACT for approval. At-large cities: ODOT will solicit non-represented cities in the geographic area with the vacancy for interest and forward names to the ACT for approval. Modes: ODOT will solicit representatives through ODOT program managers and forward names to the ACT for approval.

**Ex-officio:** The ACT may appoint ex-officio membership (non-voting) from the following categories:

- Oregon Transportation Commissioners, state legislators, and local congressional aides
- Regional Solutions Team
- State and federal agencies such as US Forest Service, BLM, Fish and Wildlife, Department of Environmental Quality, Department of Land Conservation and Development, Department of Aviation
- Regional groups that have an interest in transportation issues such as housing advocates, regional partnerships and regional investment boards, law enforcement agencies, etc.
- Regional Airports
- Tribal Governments

**Roles:** Members are responsible for providing regular updates on actions and recommendations being considered by the ACT and bringing feedback to the ACT from the mode and geographic area they represent.

**Attendance:** All voting members are expected to participate in all meetings. Members are expected to RSVP within 72 hours of a meeting, if unable to attend. Meeting notices will be emailed, and a RSVP can be sent via email.

ACT members may participate telephonically or by other means of electronic communication, provided the meeting is called to order at a public noticed meeting place where the public can attend. ACT members are expected to make an effort to attend in person.

A Public Sector jurisdiction and Mode may replace its own voting member, but shall inform the ACT in writing. It is expected that the primary voting member will attend consistently and not regularly substitute his or her alternate.

Stakeholders who miss three consecutive meetings without excusal by the ACT chair will automatically be removed from SWACT membership. After three excusals, excusals shall be allowed only for unusual circumstances.

If a Public Sector, Modal or Stakeholder member fails to participate in three consecutive meetings, or to send an alternate, the member's position is deemed vacant for purposes of a quorum, until such time as someone in that position participates (again) in a meeting.

SWACT may replace a repeatedly absent At-Large City, Mode, or Stakeholder.

## **MEETINGS**

All meetings will be held in Coquille unless noticed differently. ODOT staff will facilitate meetings. Meetings may be conducted telephonically or by other means of electronic communication, provided the meeting is called to order at a public noticed meeting place where the public can attend. Meeting field trips may be made a part of the regular meeting to allow greater community input on local issues and priorities. Meetings will be open to the public and minutes and agendas will be distributed in advance. The public will be invited to participate in the process and there will be a standing agenda item for public input with a three minute limit per person. All meetings will be advertised in advance.

**Subcommittee Formation:** SWACT members can form any subcommittee on the basis of need. Subcommittees will form and/or disband per ongoing needs of SWACT.

**Chair:** SWACT meetings will be presided over by a Chair. A Chair and Vice-Chair will be nominated from and elected by the members of the ACT for a two-year term starting January of each even numbered year.

**Decisions:** A quorum for decision-making purposes will be 50% of the membership of the ACT. SWACT will strive for complete consensus when making decisions by quorum. When consensus cannot be arrived at, decisions will be made by a majority vote. Vacant positions shall not count when determining the number of voting members required for a quorum or the number of votes needed to make a decision.

## **REGIONAL COORDINATION**

SWACT shall communicate and coordinate regional priorities with other organizations, including the following:

- Other ODOT Regions and ACTs
- Metropolitan Planning Organizations (MPOs)
- Regional Solutions Team
- Regional Partnerships and Regional Investment Boards
- ODOT advisory committees
- State Legislators

## [REGIONAL COORDINATION...CONT.]

A Super ACT made up of the SWACT and the Rogue Valley ACT may be formed to make regional recommendations to the OTC. The SWACT may select members for participation in the Super ACT meetings as needed.

### **WORK PLAN**

- Become educated on Transportation funding, programs, and processes as they relate to the area
- Develop guidelines to determine when a transportation condition becomes a problem to be solved (problem thresholds)
- Develop regional criteria for selecting transportation projects to solve problems (criteria to be based on local, regional and statewide community livability and economic development guidelines)
- Develop a public involvement process for SWACT planning and decision-making activities consistent with state and federal policies and rules.
- Participate in the update of the STIP
- Provide recommendations to the OTC regarding program funding allocations for the STIP, balancing local, regional and statewide perspectives.
- Provide input into ODOT corridor plans/refinement plans or local transportation system plans (TSPs) that contain projects of regional significance (for example a new highway bypass).
- Provide input into prioritization of long-range planning projects in the ODOT Region planning work programs.
- Coordinate the transportation efforts of the SWACT with related community development planning efforts.
- Make recommendations to ODOT regarding special funding opportunities and programs.
- Provide a report to the Oregon Transportation Commission at least once every two years.

### **AMENDMENTS**

The bylaws may be amended as necessary, after giving 30 days notice to all members of SWACT, by a two-thirds majority vote.