

# ***RVACT*** *Rogue Valley Area Commission on Transportation*

155 N. 1st Street • P.O. Box 3275 • Central Point, Oregon 97502 • (541) 664-6674 • FAX (541) 664-7927

## **RVACT Bylaws**

Revised May 2016

### **PURPOSE**

The Rogue Valley Area Commission on Transportation (RVACT) is an advisory committee to the Oregon Transportation Commission (OTC) representing the Rogue Valley area of Oregon (Jackson and Josephine Counties). RVACT was formed to strengthen the state/local partnership in transportation planning, programming and development.

### **AUTHORITY**

ORS 184.610 to 184.666 gives the Oregon Transportation Commission the authority to establish the policies for the operation of the Oregon Department of Transportation and for the administration of programs related to transportation. The Area Commissions on Transportation are advisory bodies chartered under authority of the Oregon Transportation Commission. 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.

An ACT 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, ACTs meet the definition of a “Governing Body” and fall under the requirements of the Public Meetings Law, ORS 192.610 to 192.690. An ACT's members shall comply with the requirements of Oregon Government Standards and Practices laws concerning conflict of interest.

### **MISSION**

The primary mission of the RVACT is to advise the Oregon Transportation Commission on state and regional policies affecting the Rogue Valley area’s transportation system. In order to effectively accomplish the mission, the RVACT will do the following:

- Provide a forum for communication, learning and understanding transportation issues as they affect the Rogue Valley’s economic opportunities and livability;
- Provide recommendations to the OTC regarding program funding allocations for the State Transportation Improvement Program (STIP) and special funding opportunities and programs, balancing local, regional and statewide perspectives;

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- Prioritize state transportation infrastructure and capital investments through the STIP that supports transportation plans related to the Rogue Valley area;
- Communicate and coordinate regional priorities with other organizations; and
- Provide documentation to the OTC of the public process and resulting recommendations forwarded by the ACT, including alternatives for solutions and outcomes of decisions.

## **Relationship to Decision Making Bodies and Community Interest**

The Rogue Valley Area Commission on Transportation (RVACT) is an advisory body to the OTC that is the policy making body that oversees ODOT activities. RVACT's purpose is to gain consensus and support throughout the Rogue Valley area and make recommendations to the OTC on regional transportation project priorities.

## **MEMBERSHIP**

Membership will be comprised of up to 29 voting members, determined as follows:

### **Designated**

1. **Jackson & Josephine Counties and Cities:** The governing bodies of Jackson and Josephine Counties and the incorporated cities within the Area (Ashland, Butte Falls, Cave Junction, Central Point, Eagle Point, Gold Hill, Grants Pass, Jacksonville, Medford, Phoenix, Rogue River, Shady Cove, Talent). (15 members)
2. **ODOT:** The ODOT Rogue Valley Area Manager. (1 member)
3. **Metropolitan Planning Organizations (MPOs):** Rogue Valley and Middle Rogue MPOs. (2 members)
4. **Rogue Valley Transportation District (RVTD):** (1 member)
5. **Rogue Valley International Airport (Medford Airport):** (1 member)
6. **Central Oregon and Pacific Railroad (CORP):** (1 member)

All Designated Representatives are invited to designate a primary and an alternate.

### **Other Stakeholders:**

1. Trucking (1 member);
2. Bicycle/Pedestrian (1 member);
3. Jackson County private sector (3 members); and
4. Josephine County private sector (3 members).

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

- Oregon Transportation Commissioners, state legislators, local congressional aides;
- Regional Solutions Team (RST);
- 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;
- City and county road district or departments;
- Regional groups that have an interest in transportation such as housing advocates, regional partnerships, regional investment boards, law enforcement agencies.

Ex-officio members will be nominated and elected by the RVACT.

## **ALTERNATES**

Alternates will be selected in the same manner as the primary member.

**Designated Members:** The primary member, or alternate second, is authorized to vote on RVACT. If neither is in attendance, then another may vote by written authority.

**Other Stakeholders:** Up to three Other Stakeholders, three from each county, shall be designated as first through third alternate for each county, based on date of appointment, with the most senior alternate being the first alternate and so on. In the absence of a voting member(s) at an RVACT meeting, alternate members from that county may vote in the following manner: If one member is absent, the first alternate would vote; if two are absent, first and second alternates would vote, respectively, up to all three alternates voting in the absence of all three members.

Trucking and Bicycle/Pedestrian primary members, or alternate second, are authorized to vote on RVACT.

## **SELECTION PROCESS**

**Designated Members:** The governing bodies shall appoint a member and alternate.

**Other Stakeholders:** For Private Sector representatives, RVACT will advertise vacancies in the appropriate County. Trucking and Bicycle/Pedestrian members will be advertised in both counties. Interested members shall submit an application for consideration. RVACT shall appoint members based on the application.

Other Stakeholder members would be selected, to the greatest extent practical, to represent a diversity of interests. Members should be appointed to balance other members of RVACT and provide a greater diversity of interests and geographic areas.

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The Chair is empowered to create a screening committee to review Other Stakeholder membership applications. Recommendations from the screening committee will be made to all RVACT members at the next regularly scheduled meeting.

## **ATTENDANCE**

**Designated Members:** Members may replace their 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.

**Other Stakeholders:** Should a member have to resign mid-term or is removed due to absences, an alternate may continue to serve in the capacity of the member until a new member is selected.

Members missing 3 meetings in a calendar year without excusal by the ACT chair will automatically be removed from RVACT membership. After 3 excusals, excusals shall be allowed only for unusual circumstances and will require majority consent of the RVACT members in attendance.

If a member fails to participate in three consecutive meetings, or to send an alternate, the member's position is deemed vacant, until such time as a replacement member is approved by the RVACT.

RVACT may replace a repeatedly absent member.

## **DECISIONS**

A quorum for decision-making purposes will be 50% of the membership plus one member. 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.

RVACT will strive for complete consensus when making decisions. When consensus cannot be arrived at, decisions will be made by a majority of members in attendance. Any member of the RVACT can call for a decision to be made by a 2/3 majority of the members present.

All action items must be known in advance and jurisdictions will be provided time to have issues brought before their individual councils. Planning commissions and community groups may be involved in the process for some decisions.

## **MEETINGS**

Meetings will be held on the second Tuesday of every other month from 9:00 a.m. to 12 noon and rotated, as determined by the RVACT, between locations in Jackson and Josephine Counties. Meeting field trips may be made a part of the regular meeting to allow greater community input on local issues and priorities. Special out-of-cycle RVACT meetings may be called by an RVACT chair with 10 days advance notice. Meetings will be open to the public

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and minutes and agendas will be distributed in advance. RVCOG and ODOT will staff the meetings. The public will be invited to participate in the process and there will be a standing agenda item for public input with a five-minute limit per person. All meetings will be advertised in advance.

**Chair:** RVACT meetings will be presided over by a Chair. A Chair and Vice-Chair will be nominated and elected by the voting members of the ACT for a two-year term starting January of each odd numbered year. The Vice-Chair shall preside at RVACT meetings in the Chair's absence and assist the Chair as needed.

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

**Regional Coordination:** A Super ACT made up of the RVACT and the Southwest ACT may be formed to make regional recommendations to the OTC. The RVACT may select members for participation in the Super ACT meetings as needed.

## **AMENDMENTS**

The bylaws may be amended as necessary, after giving 30 days notice to all members of RVACT, by a 2/3 majority vote of all RVACT members. (19 votes)