

**Oregon Department of Transportation**  

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**Public Transportation Advisory Committee**  

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**Purpose and Structure**

**Overview**

The Public Transportation Advisory Committee (PTAC) was created by the Oregon Transportation Commission (OTC) in January, 2000. The mission of PTAC is to move the State of Oregon forward using strategies that address the transportation needs of all Oregonians through collective and collaborative advice to the OTC.

**PTAC Vision and Role**

PTAC provides a forward thinking, strategic view of public transportation for the state of Oregon. PTAC focuses on the dual roles of addressing the realities of the current state transit paradigm as well as providing direction on the future of public transit.

To address current issues, PTAC will concentrate on state needs and provide recommendations to the OTC and the Public Transit Division (PTD) of the Oregon Department of Transportation (ODOT). The Committee will focus on policy and funding areas that impact both users and providers.

To keep Oregon at the forefront of public transit innovation, PTAC will identify a strategic public transportation vision for Oregon. The Committee will provide tactical guidance for progress towards that vision and inform other planning efforts at ODOT and the OTC. This strategic vision and guidance will exist as a living document and will be continuously updated on a regular basis.

The primary objectives of PTAC are the following:

- To lead statewide efforts for developing a future vision of public transportation in Oregon
- To provide recommendations to ODOT and the OTC regarding public transportation policies, rules and funding strategies
- To anticipate, receive and respond to issues raised by providers, users and advocates of the statewide public transit system

## **PTAC Membership and Structure**

### **Membership**

PTAC consists of 21 members. Rotating positions are filled by both transportation provider organizations and affiliate groups. The ODOT director appoints some of the members from each of those groups, while other members are self-appointed. The Committee strives for a balance of organizational-type, geography, diversity and expertise when filling PTAC positions. (*see PTAC Member Representation List*)

### **Structure**

ODOT, through PTD, is responsible for providing logistical and staff support for PTAC and its subcommittees and work groups.

#### Member Appointments

- The PTAC Representation List identifies transportation provider members and affiliate group members who are directly appointed by the ODOT director.
- Those Transportation Provider members and Affiliate group members not appointed by the ODOT director are asked to identify their own representatives.
- Ex-Officio representatives are appointed by their respective organizations. With the exception of making formal motions and voting, Ex-Officio representatives participate fully on the Committee.

#### Terms of Participation

- Committee members appointed by the ODOT director will rotate through the committee on three year terms of office beginning in July.
- Committee members will be eligible to serve for two consecutive three-year terms.
- Committee memberships will be staggered to avoid all eligible members joining or leaving at the same time.
- If, at the end of a Committee member's three year term, he or she is serving as chair or vice-chair, the committee member shall be allowed to continue as Chair or Vice-Chair until his or her term as Chair or Vice-Chair expires.
- The Chair and Vice-Chair will serve a two-year term of office.
- The Chair and Vice-Chair will be eligible to serve for two consecutive two year terms

- Committee members are expected to actively participate in the business of the Committee. PTAC may remove any member whose attendance record for a year includes two unexcused absences.

#### Executive Officers (Chair and Vice-Chair)

- ODOT will appoint the PTAC Chair. The Chair will conduct the meetings and work with PTD staff to establish the agenda for each meeting.
- ODOT will appoint the Vice-Chair. In the absence of the Chair, the Vice-Chair will conduct meetings.

#### Executive Committee

- The Chair or Vice-Chair of PTAC acts as the Chair for this committee.
- The committee consists of 4-6 PTAC members who volunteer for the assignment or are appointed by the PTAC Chair.
- The Executive committee should represent a diverse perspective of public transit services and needs.
- The Executive committee will review the PTAC goals and strategic plan at least bi-annually, give updates to the PTAC on a regular basis, and work on other issues as needed.

#### Workgroups

- As appropriate, PTAC may create workgroups to examine current issues and develop recommendations for the Committee.
- Workgroups will be chaired by a PTAC member, but may include non-PTAC members as co-chair or as workgroup participants.
- Final decisions of a workgroup will be brought as recommendations to PTAC for a vote.
- Draft materials and notes produced by workgroups will be posted, as available, on PTD's PTAC webpage.

#### Title VI Responsibilities (*see PTAC Member Information form*)

- ODOT, as a public body receiving state and federal funding, must comply with federal and state laws, statutes and policies; this includes the Title VI Civil Rights Statute. Title VI states, in part, that programs and activities will be provided in a non-discriminatory manner regarding race, color, ethnicity or national origin.
- ODOT has an obligation, as do all public transit providers, to ensure that its boards, advisory groups and committees represent a broad range of perspectives and peoples. There is an obligation to

- ensure that the interests of marginalized groups and underrepresented populations are considered and that individuals from those groups are at the table.
- When considering appointments to PTAC from a member organization or the community, ODOT will ensure that underrepresented individuals, interests, and populations are represented.

## **Process**

All PTAC meetings are open public meetings – every effort will be made to invite and welcome public comment and participation in work efforts. Committee material will be made available in advance of meetings.

### Decision Making

- The committee operates as required by public meeting laws. Decision will be reached by consensus, to the extent practical.
- A quorum must be present (in-person, or through any other approved meeting format) to vote on issues referred to the OTC and for issues directly relevant to grant programs, funding, regulation, or law. A quorum is a simple majority plus one of the voting PTAC members. If such number of voting members is not present, voting will be delayed until the following PTAC meeting.
- The PTAC Chair or PTD staff may call a special meeting, as needed, to address pertinent issues in a timely manner. Specially called meetings will have the same voting requirements as regular PTAC meetings.

### Conflicts of Interest

- Committee members shall discharge their duties in good faith with the care a prudent person in a like position would exercise under similar circumstances, and in a manner which the member reasonably believes to be in the best interests of public transit.
- Committee members will disclose conflicts of interest prior to participating in a vote and recuse themselves from voting as appropriate.
- Potential personal conflicts of interest identified by members will be resolved as allowed by state law.
- A committee member with a conflict of interest may participate in a vote if the vote is approved or ratified by an affirmative vote of a majority of the Committee members who have no direct or indirect interest (conflict of interest) in the transaction. The

presence of, or a vote cast by, a Committee member with a direct or indirect interest in the transaction does not affect the validity of any action taken.

#### Meeting Schedule

- Meetings will be held at least quarterly, however, a bi-monthly meeting schedule is recommended. Additional meetings can be scheduled as needed.
- It is the responsibility of the PTD to schedule and staff PTAC meetings, in consultation with PTAC and workgroup chairs. When feasible, the meetings should be held at a variety of locations in Oregon to enable full member and public participation.
- Any additional full PTAC meetings will be published at least two weeks prior to the meeting with a brief statement of the purpose of the meeting.

#### Costs of Participation

- PTD may reimburse a Committee member for travel costs directly associated with attending meetings if the member has a demonstrated hardship need. Reimbursement procedures will follow Department of Administrative Services (DAS) reimbursement policies for non-state individuals or ODOT travel policies for state employees.