Lower John Day Area Commission on Transportation (LJDACT)

August 3, 2026 | 10-11am | Hybrid

In-Person
Sherman County Courthouse, Commissioner's Meeting Room
500 Court Street, Moro, OR. 97039

Microsoft Teams
JOIN THE MEETING NOW
Meeting ID: 299 333 951 230 95
Passcode: 9B779YW2

Dial in by phone
+1 971-277-1965,,977041466# United States, Portland
Find a local number
Phone conference ID: 977 041 466#

AGENDA

9:00 **1. Call to Order & Introductions** — Chair/Vice Chair

9:05 **2. Public Comment** — Chair/Vice Chair

9:10 **3. LJDACT Business** — Chair/Vice Chair
ACTION: Approve May Meeting Minutes
Attachment A

9:20 **6. Transportation priorities** — all
Immediate concerns
Long term planning

9:45 **5. Executive Committee review** — all

10:00 **6. New ACT Charter/Bylaw template -continue updates** — all
Attachment A, B, C

11:00 **7. Roundtable updates/sharing/requests for future meeting topics**

11:15 **8. Adjourn**

Potential topics for future meetings

Speed cameras

LOWER JOHN DAY AREA COMMISSION ON TRANSPORTATION (LJDACT)
Minutes
May 4, 2026

1. Call to Order, Introductions, Agenda Review
   Meeting called to order at 10:02 AM.

Attendees:

- Walter McAllister (ODOT)
- Jovi Arellano (ODOT)
- Andrea Rogers (City of Mosier)
- Riley Scov (ODOT)
- Arthur Smith (Wasco County Public Works)
- Kathy Fitzpatrick (Mobility Manager)
- Kim Curley (Commute Options)
- Kathy (MCEDD)
- Emerald Shirley (ODOT)

Public Comment: None.

2. Approve Meeting Minutes (February 2026)
   Motion to approve the February minutes was made and seconded. Motion passed unanimously.

3. Transportation Safety Action Plan – ODOT
   Walter McAllister provided an overview of the Transportation Safety Action Plan. Discussion included increases in pedestrian conflicts, continued speeding since the COVID period, and related safety data available in the meeting materials. Members discussed driver behavior, safety education, and recent enforcement and safety improvements at Powell Butte Highway and OR 126. The group also discussed the use of photo radar in rural areas and the legislative process for authorizing new locations. The public comment period will open in June, with notices available through an online signup.

4. LJDACT Charter Review
   Emerald reported that all ACTs have been asked to review and update their charters. A blank template was provided. The group reviewed the distribution list and noted current vacancies: Confederated Tribes of Warm Springs, Rail Representative, and Marine Representative. Emerald will participate in the ACT Mobile Chair meeting this week and highlight regional speed reduction requests.

5. Round Table
   Maintenance and County Updates: Chip seal schedules are being finalized, including work in Biggs and on OR 197 and OR 216. Wasco County is preparing its chip seal schedule.
   ODOT Updates: The I-84 bridges project is nearing completion and expected to finish by the end of June. The Moro to Grass Valley paving project begins in early June with nightly lane closures. Region 4 is hiring additional staff to improve service levels.
   Other Updates: An expressway review will be released for public comment. AORTA was suggested as a potential rail representative. The Oregon Friendly Driver program remains available as a free online resource.

6. Next Meeting
   Next regular meeting will follow the quarterly schedule.

7. Adjourn
   Meeting adjourned at 11:09 AM.

Oregon Department of Transportation

Background: The Strategic Review undertaken by ODOT in 2024 recommended the agency review advisory committees' protocols and develop a consistent process of creating, expectation-setting, and supporting advisory committees. The desired outcome is that advisory committees are managed in a consistent and coordinated approach, with clear processes to establish, review, and abolish committees as well as clear expectations and consistent staff support. One of those outcomes is the creation of a charter template.

Directions: Use this template to guide your advisory committee through either the development of an initial charter or the revision of an existing charter. Use the content in the template to guide the development of each section.

Current charter or bylaws documents may already include a lot of this information; if so, this may be a reorganization of those materials. In some cases, the template offers additional opportunities for context to closer align advisory committees.

- After you have created this template document from the 'ODOT – Advisory Committee Workgroup" Teams channel, you need to save it in the location that works best for your advisory committee.

- Black type is template language, often providing explanation, guidance or resources for charter development. This language should not be removed in the interest of context. **Green** type is where you should insert the name of your committee (and, thereafter, the acronym) and provide information specific to your advisory committee.

    - Fill it out with the known information from existing documents and identify any gaps or contradictions. These may be areas of conversation for your committee to consider. We would also appreciate your feedback.

- When your committee has approved its updated charter, please make sure to post a PDF of it on your public-facing website and let the ACAC facilitator know for our records.

Lower John Day ACT Charter

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1. Overview and Background

This Charter lays out the charge, scope, and expectations for the Lower John Day Area Commission on Transportation (LJDACT). It identifies the ways in which the Lower John Day ACT operates, including structure and processes to reach agreement on decisions or recommendations, and meeting protocols. This charter guides the work and conduct of the Lower John Day ACT to create and maintain an authentic, open and equitable deliberation and public engagement process.

The jurisdictions and stakeholders representing Gilliam, Sherman, Wasco and Wheeler County and the Confederated Tribes of Warm Springs Reservation and the respective Cities of Arlington, Condon, Lonerock, Fossil, Grass Valley, Moro, Rufus, Wasco, Antelope, Dufur, Maupin, Mosier, Shaniko, The Dalles, Fossil, Mitchell, Spray were granted a Charter by the Oregon Transportation Commission (OTC), establishing the Lower John Day Area Commission on Transportation (LJDACT) on April 20, 2000

2. Committee Role: Core Purpose and Function

This section should be completed by ODOT staff, describing the scope and role of the committee, and limitations. While the committee will be able to develop work plans on the topics they want to focus, those will be limited to the scope/role as described here. Choose from the options below, delineating between decision-making committees (to which we have very few) and advisory committees.

Decision-making language:

<<XXXAC>> deliberates on [describe topic(s)], with the authority to decide [add description of decision-making scope and limitations].

Advisory language:

<<XXXAC>> is advisory to the Oregon Transportation Commission and ODOT [clarify if is OTC and ODOT, or only one], providing advice on [add topic(s) with specifics].

The <<Name of ACT>> is advisory to the Oregon Department of Transportation and Oregon Transportation Commission on current and future regional transportation issues impacting the state system. The ACT is responsible for seeking public input and making recommendations to the OTC regarding perspectives within their area related to policies, funding, investments, system operations and projects.

. At a minimum, <<Name of ACT>> shall perform the following:

- Provide a forum for understanding and discussing transportation issues amongst transportation partners.
- Provide opportunities for all members to provide updates on relevant and timely topics, project status, projects likely to be funded, project in design phase and those in construction.
- Establish a public involvement process that is consistent with state and federal laws,

regulations, and policies.

- Inform the development and implementation of the Oregon Transportation Plan (OTP) and associated mode and topic plans.
- Identify regional considerations, needs, opportunities, and priorities specific to the geography of the <<Name of ACT>> and in consideration of locally adopted plans to inform ODOT's Capital Investment Plan.
- Develop, implement and regularly update a two-year Work Plan following the established format including expectations of the OTC and ODOT, with the flexibility to identify interest areas and priorities specific to the ACT.
- Provide recommendations to the OTC regarding program funding allocations for various investment programs.
- Make recommendations to ODOT regarding special funding opportunities and programs.
- Advance the priorities of the OTC as stated in the Strategic Action Plan, OTP, and other OTC approved strategies and plans.
- Communicate and coordinate Regional priorities with other organizations, including the following:
    - Other ODOT Regions and ACTs
    - Metropolitan Planning Organizations (MPOs)
    - Regional Solutions Teams (RST)
    - Regional Partnerships and Regional Investment Boards
    - ODOT advisory committees
- Consider all modes and aspects of the Transportation System in formulating recommendations, taking into account the provision of elements and connections between air, marine, rail, highway, trucking, transit, bicycle, and pedestrian facilities.
- Consider climate and accessibility implications when making recommendations and balance other objectives such as safety, mobility, accessibility, livability, health, and state of good repair.

Optional Activities of the <<Name of ACT>>

In addition to the above, <<Name of ACT>> may choose to provide advice on activities such as:

- ODOT corridor plans or local Transportation System Plans (TSPs) that contain projects of Regional significance (e.g. a new highway bypass).
- OTC and ODOT investment strategies, investments, projects and policies for other programs and categories that have advisory committees or processes in place.
- Special circumstances or opportunities as applicable. Examples include STIP Fix-It, Enhance, Active and Public Transportation, Safe Routes to School or others such as Federal Lands Access Program, and ConnectOregon.
- Describe other transportation related policy or funding issues relevant to the ACT that would benefit from the coordinated committee discussion afforded by the ACT structure.

Roles and Processes between Members, Agencies, ODOT, and the OTC

The <<Name of ACT>> shall interact with the OTC, ODOT, and other federal, state and local agencies to carry out the specified roles and responsibilities.

- ODOT staff shall provide the ACT with financial assistance, training opportunities, guidance, and technical support.
- ODOT assigns a senior manager as an ODOT representative and a voting member of the ACT who is responsible for conveying information both to and from the ACTs as necessary to complete the feedback loop as described in the OTC Policy on Formation and Operations of the ACTs.
- The OTC will designate two OTC commissioners as liaisons to the ACTs to facilitate communication between the OTC and the ACTs. The OTC will carefully consider recommendations from the ACTs and provide feedback.
- The OTC has responsibility for setting ACT expectations and approving ACT Charters and Work Plans.

For additional information on the OTC and ODOT staff roles and responsibilities, see the ACT Policy on Formation and Operations of the Area Commissions on Transportation (add hyperlink).

3. Membership & Structure

3.1 Membership Roles & Responsibilities

- Chairs/Co Chairs/Vice Chair: Provide leadership to the committee, helping to facilitate conversations and ensure committee delivers the requirements captured in its scope and workplan. Works in close coordination with ODOT liaison.
- Members: Responsible for attending meetings, reviewing materials in advance as appropriate and responding to inquiries from fellow committee members and ODOT liaison. Responsible for bringing forth the perspectives they represent in their committee role, if applicable, not solely personal opinion.
- ODOT Liaison: Member of ODOT staff who is responsible for maintaining the connection between the committee, the agency and the OTC, as outlined in scope above. Coordinates with committee leadership to ensure committee work is focused on mission and agency needs and within committee scope while also enabling the committee to work issues the committee determines are important.

Outline how the committee will be staffed and supported, whether there is a facilitator, and the responsibility of each role.

3.2 Terms of Membership

A. Geographic Coverage

Describe ACT boundaries, regional issues and geographic community of interest regarding the state transportation system and coordination with existing regional intergovernmental relationships (populations, economy, land use, infrastructure needs, contiguous boundaries, commute sheds, political and programmatic interests, and collaborative opportunities.)

B. Membership

Define roles and representation for each member of the committee, such as mode, region, expertise, etc., if applicable. Include whether members are appointed or by application and any term limits for each role.

Describe the ACT membership, including:

- How the ACT considers representation of all modes and aspects of the Transportation System in their membership selection.
- How members represent the numerous interests within the ACT area boundary related to the management of transportation issues and priorities.
- How the ACT will provide for a wide solicitation for non-elected membership and specify the solicitation process used. (See the Policy on Formation and Operation of the ACTs for details.)
- Specify officers and terms of office.
- Indicate whether alternates are allowed.
- A list of all members, including the representation and voting status of each member and the total number of members. (Use table below.)

<<Name of ACT>> Membership

Name	Role	Representing
	Chair	
	Vice Chair	
	ODOT Representative	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	ODOT Support Staff	
	MPO/other Support	

Each member must make a good faith effort to prepare for and attend each meeting. If a member is unable to attend a scheduled meeting, the member is responsible for ensuring any assignments are completed and any input on discussion topics is submitted to the facilitator prior to the meeting, to be considered during the meeting.

Members should maintain an ongoing commitment to regularly attending meetings; if a member is unable to maintain attendance, consideration should be given to change in membership (e.g. swap primary and alternate, find new member entirely, etc.).

Committee Appointments

- If not identified in statute, rule or executive order, committee size and representations shall be identified in the charter.

- Committee members shall identify desired perspectives for any vacant member role, beyond minimum statutory requirements.
- When a member role must be filled by a representative from another committee, other agency or jurisdiction, that committee, agency or jurisdiction shall nominate a person for consideration.
- For at-large members or governor-appointed committees, interested people may apply.
- ODOT committee liaison in consultation with the Chair and the Division Administrator/Appointing Authority will review nominations/applications and make recommendations to the Director.
- For Governor-appointed committees, the ODOT Director provides a recommendation to the Governor for final approval.
    - For ODOT committees, the Division Administrator makes the final appointment unless otherwise stated in guiding documents.

3.3 Structure

Recommendations provided to the Oregon Department of Transportation or Oregon Transportation Commission must be majority-based at a minimum and are ideally consensus-based. Dissenting opinions can be noted but must be identified as such.

Describe the ACT structure, including:

- Collaboration and partnerships with various regional agencies and interest groups.
- Establishment and/or use of ad hoc subgroups such as technical advisory committees (TACs), executive or steering committees, or other advisory groups. (Briefly explain their role as it relates to the ACT responsibilities.)
- Operating Procedures
- Decision Making (Include whether a quorum is required and whether the committee uses consensus decision-making)
- How advice from the committee is brought back to the Oregon Transportation Commission or agency

3.4 Workgroups, Subcommittees and Technical Teams

Committees may form workgroups, sub-committees, and/or technical teams as necessary to advance topic-specific discussions and recommendations. Sub-groups utilized should be time-bound and follow all standard protocols and practices as the Advisory Committee itself.

Outline any plans to form workgroups, subcommittees, and/or technical teams for the committee, including their goals, roles, responsibilities, and meeting schedule (virtual or in-person).

3.5 Compensation (EECP, HB2992)

Governor-appointed committees are subject to HB2992 guidelines (daily rate). ODOT-formed committees can utilize the Equitable Engagement Compensation Program (EECP; hourly rate). Note here which, if any, applies to your committee.

For governor-appointed committees:

Members are eligible for compensation for their time serving on the committee, including time spent reviewing agendas and materials provided in advance, time spent outside of meetings conferring with the facilitators, and time spent in the meetings.

For committees that can utilize the Equitable Engagement Compensation Program (EECP):

Committee members are eligible for compensation for their time serving on the committee through an incentive or stipend. However, they are not entitled to compensation for travel, childcare, food, or any other expenses unrelated to their participation in the committee or group.

Stipends are payments to individuals for their participation on formal advisory committees or groups that meet two or more times. Stipends may be used for committees or groups that advise the department on projects, plans, policies, rulemaking, etc.

4. Meetings

4.1 Public Meetings & Notices

Committee meetings are considered public meetings. ODOT ensures that meetings are open to the public and accessible. Notice of the meetings, agendas, and meeting materials will be posted in advance of meetings on the committee website.

If there are additional ways to notify of meetings, i.e. ODOT GovDelivery notice, committee mailing list, list them.

4.2 Meeting Cadence, Schedule and Location

All Advisory Committee meetings shall adhere to the provisions of Oregon Public Meetings Law (ORS 192.610-690) and provide notice to the public regarding the dates, times and locations of all meetings.

What is the cadence of the committee meetings? Where is the schedule of meetings posted? Where will meetings be held? Will they be virtual, hybrid or in-person?

Is cadence included in creation documents (statutes, etc.)? Outside of that, cadence will be determined by committee, balancing staff availability, scheduling, topics for the year, considering the workplan items.

4.3 Code of Conduct

ODOT has developed a Code of Conduct for all advisory committees to use, attached to this charter as an addendum.

5. Conflicts of Interest

Committee members agree to discuss and make recommendations only when they do not have an actual or potential conflict of interest. A "conflict of interest" is defined as:

> *Any action or any decision or recommendation by a person acting in a capacity as a public official or media representative, the effect of which could be to the private monetary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated.*

Members agree that should such a conflict of interest arise, they will immediately notify the facilitator and abstain from recommendations on that agenda item.

6. Work Plan

The committee maintains a work plan that meets the needs of the committee's purpose and scope. The work plan guides agenda development and keeps the overall process on track. The chairs/co-chairs, facilitator and ODOT staff will work collaboratively with the committee to adjust the plan as needed.

7. Communication

7.1 Correspondence

Members are encouraged to share opinions and ask questions during committee meetings to ensure full discussions with multiple viewpoints. Questions between meetings may be submitted to the facilitator, and responses may be sent to the entire <<Name of ACT>> membership. Members recognize that all emails sent to ODOT related to this committee are considered public records and may be made available upon an information request.

7.2 Media Interaction

If any committee member receives a request from the media, they should immediately notify the committee chair, ODOT Liaison and the facilitator. The ODOT Liaison will share these with the ODOT Communications manager to handle. These requests are time-sensitive and should be considered a priority. Communications staff will handle all interactions with media personnel. In the event that a response from the committee is appropriate, the Communications staff will:

- Get in contact with the reporter to ask for more information about the subject and intent of the story.
- Identify a timeline in line with reporter's deadline.
- Identify who will manage the agency's response to the request.
- Identify spokespeople who will answer the questions on behalf of the agency.
- Staff the interview, taking notes and ensuring we follow up on any requests or opportunities.

Members may speak with the media directly, but only as an individual and not on behalf of the committee or ODOT, nor should they characterize the points of view of other members.

7.3 Legislative Interaction

- Advisory Committees are extensions of the Oregon Department of Transportation and/or the Oregon Transportation Commission and therefore do not provide recommendations directly to the Legislative body.
- ODOT's Government Relations Section functions as the primary touchpoint for elected tribal leaders, federal and state lawmakers, legislative staff (including professional staff), and lobbyists for the Department.
- If an Advisory Committee desires to engage directly in the legislative process (i.e. take a position on a measure, advocate for specific provisions or language, support or oppose a funding request, etc.), committee members must work with ODOT's Government Relations Section to ensure adherence to agency and enterprise processes and alignment with the Governor's agenda. For purposes of this process, ODOT advisory committees are an extension of ODOT.
    - Except for bills introduced by an executive branch agency and items included in the Governor's Budget, executive branch agencies have "no position" on measures and budget requests unless express approval is granted.
    - The Governor's Office has a defined process for seeking express approval to take a position (of support or opposition) on a measure or budget request.
    - If an Advisory Committee wishes to take a position, please submit that request through ODOT Government Relations.
    - If an Advisory Committee wishes to engage the legislative process without taking a position, please work with ODOT Government Relations.
- Be careful not to represent yourself as a spokesperson for the Advisory Committee without the Department's and the Governor's prior consent and approval.
- If taking a *personal* position on a measure being considered by the legislature, you may not indicate the position is on behalf of the Advisory Committee, ODOT, or the Governor. You may note your membership on the Advisory Committee and clarify you are speaking on behalf of yourself and not on behalf of the Advisory Committee, ODOT, or the Governor.

For example, if you were testifying in committee on a bill you may say: *For the record, my name is Jane Doe and I serve as a member of ODOT's Public Transportation Advisory Committee. I am speaking on behalf of myself and my community and am I not representing the views of the Advisory Committee or the agency.*

7.4 Photography and Recording

Committee meetings are open to the public. Members may be video recorded, audio recorded, live-streamed, and/or photographed during the committee meetings. Zoom meetings are recorded and posted on the project homepage as official records of the meetings. Photographic images from committee meetings may be used by ODOT in outreach materials provided to the public. Any member with specific concerns about this should notify the facilitator.

7.5 Public Meetings and Records

ODOT will conduct committee meetings under the provisions of Oregon Public Meetings Law (ORS 192.610-690) and provide notice to the public regarding the dates, times and locations of all meetings.

All records of the committee, including formal documents, discussion drafts, meeting summaries and exhibits, are public records. Communications among members related to the subject matter of the committee should not be treated as confidential and may be subject to public records requests. "Communications" refers to all statements and statements made during meetings, memoranda, work projects, records, documents or materials developed to fulfill the charge, including electronic mail correspondence by and among the members. The personal private notes of individual members taken at public meetings might be considered public to the extent they "relate to the conduct of the public's business" (ORS 192.41 0(4)).

8. Agreement and Adoption

By their signature, the parties below adopt and agree to abide by this Charter.

Members

Name	Organization/Affiliation	Signature
Example 1	Example	
Example 2	Example	

*Denotes Interim

ODOT Staff & Consultants

Name	Organization/Affiliation	Signature
Example 1	Example	
Example 2	Example	

Appendix A: ODOT Advisory Committee Code of Conduct

Purpose:
To achieve their mission, each advisory committee meeting should be an open forum where members feel safe sharing their values and viewpoints and all opinions are respected.

This Code of Conduct policy sets expectations to guide advisory committee members in their actions during and outside of advisory committee meetings. This policy establishes options for managing conflict and a process for addressing unacceptable behavior.

Code of Conduct:

During Advisory Committee Meetings

- Communicate in a respectful and professional manner
- Be present and stay engaged; hold oneself accountable
- Respect physical and verbal boundaries
- Build positive relationships; assume best intentions
- Respect and share time (be conscious of time: help stick to it or negotiate for more)
- Act in the best interest of the advisory committee's agreed-upon purpose
- Create opportunities for everyone to speak – "Step In, Step Out"
- Everyone's voice is equal and matters: speak your truth, honor courage and vulnerability
- Exercise tolerance of the perspectives and opinions of others (Avoid personal comments that are intended to, or could reasonably be construed to, offend others)

Outside of Advisory Committee Meetings

- Communicate in a respectful manner
- Limit discourse outside of meetings
- Discuss topic areas thoughtfully rather than attacking individual behaviors (deal with issues, not people)
- Be aware of the public nature of written notes, calendars, voicemail messages, and e-mail – advisory committee work (in and out of meetings) is part of public record
- Make no promises on behalf of the advisory committee in unofficial settings

Managing Meetings:
Advisory committee Chairs play an important role in ensuring these public meetings are open to all those who wish to participate in a respectful and constructive manner.
ODOT advisory committee staff, whether a member of the advisory committee, should encourage members to participate by establishing and maintaining open and constructive meetings and partner with the advisory committee Chair.

To encourage respectful dialogue and meeting efficiency, ODOT advisory committee staff and advisory committee Chair should ensure meetings be conducted with the following actions:

Maintain control	Set clear expectations of time allotment and goals.
Keep to the agenda	Note when discussion has wandered away from the agenda topic and get back to the agenda item when necessary.
Encourage full participation	Ensure a respectful and safe environment for everyone to participate; free of insults, disrespect, yelling or other inappropriate behavior.
Discourage time monopolizing	Some members may monopolize time and discourage others from participation. The Chair should discourage this behavior and encourage quieter members to participate by allotting them time to speak.
Weigh all contributions and summarize discussion points	It is important to recognize all participation and consider all contributions. The Chair should note all the viewpoints and summarize impartially before any decisions are made.
Keep calm with strong leadership	Advisory committee Chairs are considered leaders and others look to them to stay calm and provide fairness to all members.

Addressing Unacceptable Behavior:

During Advisory Committee Meetings

Advisory committee Chairs and ODOT advisory committee staff should follow the steps below when addressing unacceptable behavior during advisory committee meetings. Advisory committee members may also assume this responsibility:

1	**Redirect**	Redirecting discussions back to the agenda topic may prevent escalated behavior and language.
2	**Verbal warning**	Any member or attendee acting inappropriately will be notified by the ODOT advisory committee staff or advisory committee Chair of such with a verbal warning.
3	**Asked to leave meeting**	Following a verbal warning, anyone who continues acting inappropriately will be asked by ODOT advisory committee staff or advisory committee Chair to leave the meeting for the remainder of the meeting.
4	**Written warning**	A written warning from ODOT advisory committee staff or advisory committee Chair will be issued to anyone who is asked to leave a meeting or is found to behave inappropriately toward an advisory committee member or other participant(s).
5	**Warning of removal from advisory committee**	ODOT advisory committee staff or advisory committee Chair may issue a warning of advisory committee termination to any member who continuously behaves inappropriately during or outside of meetings resulting in more than two written warnings in a span of 12 months.
6	**Removal from advisory committee**	The ODOT advisory committee staff and the advisory committee Chair should consult regarding removal of any advisory committee member who behaves inappropriately. This decision will be based on the severity and/or frequency of behavior resulting in written warnings.

Outside of Advisory Committee Meetings

In instances where inappropriate behavior associated with the advisory committee has occurred to anyone affiliated with the advisory committee (members, staff, the public, presenters), the following steps should be taken to address this behavior:

1	**Verbal warning**	Any member or attendee acting inappropriately will be notified by ODOT advisory committee staff or advisory committee Chair with a verbal warning that their behavior is offensive or inappropriate.
2	**Warning of removal from advisory committee**	A written warning from ODOT advisory committee staff or advisory committee Chair will be issued to anyone who has engaged in unacceptable behavior toward an advisory committee member or advisory committee meeting participants outside of the meeting whether in person, via email or other methods.
3	**Written warning**	The ODOT advisory committee staff or advisory committee Chair will issue a warning of advisory committee termination to any member who continues behavior after initial warning.
4	**Removal from advisory committee**	The ODOT advisory committee staff and the advisory committee Chair should consult regarding removal of any advisory committee member who behaves inappropriately. This decision will be based on the severity and/or frequency of behavior resulting in written warnings.

Reporting:

Anyone witnessing or experiencing inappropriate behavior related to advisory committee activities may wish to discuss informally with advisory committee Chair or ODOT advisory committee staff and may wish to resolve the issue personally. Advisory committee Chairs and ODOT advisory committee staff should be available to anyone wishing to discuss concerning behavior.

Advisory committee Chairs should make themselves easily approachable and available for anyone who wishes to discuss concerning behavior or incidents. Advisory committee Chairs will determine if and when inappropriate behavior has occurred and work closely with advisory committee staff to determine appropriate next steps and communicate with those parties involved. It is understandable that some actions or behavior may need additional exploration for determining if action is needed and advisory committee Chairs will work closely with ODOT advisory committee staff to make the most informed decision.

Behavior that is considered unacceptable toward anyone associated with advisory committees should be reported as soon as possible to the designated individual(s) such as ODOT advisory committee staff or advisory committee Chair. Any member of the advisory committee, public, staff, or presenters should report inappropriate or offensive behavior as soon as possible.

Reporting Inappropriate Behavior

Reports of inappropriate behavior can be made by phone, email, or in person (and can be made into formal record or not) to ODOT advisory committee staff or advisory committee Chair. If individuals feel comfortable doing so, it is recommended to document as many details as

possible including related statements, physical actions, or other details as soon as possible after the incident. Reports of such behavior should be made to the ODOT advisory committee staff and include the advisory committee Chair and staff if they are not involved in the incident. Any incidents that involved the ODOT advisory committee staff, advisory committee Chair and other staff should be reported to the ODOT appointing authority(ies) related to the advisory committee.

The report should contain the following:

- Names of all parties involved, including witnesses.
- Date(s), time(s), and locations of occurrence(s).
- Specific and detailed account of conduct that is believed to be inappropriate or offensive.
- Related screenshots, recordings, or other documents.

Responding to a Report of Inappropriate Behavior

The following steps should be completed when responding to a report or following an event:

- Provide specific information to facilitate understanding of what actions were deemed inappropriate.
- Offer resources or training to support the individual in addressing inappropriate behavior.
- Provide information on next steps if the actions occur again.
- Be made aware of any retaliation that occurs.
- Dismiss member, if necessary, by following the process described in the advisory committee's charter, bylaws or other guiding documents.
- Report back to those who filed the initial report or to the group if deemed appropriate.



Oregon Department of Transportation

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Directions: Use this template to guide your advisory committee through either the development of an initial charter or the revision of an existing charter. Use the content in the template to guide the development of each section.

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1. Overview and Background

This Charter lays out the charge, scope, and expectations for the Lower John Day Area Commission on Transportation (LJDACT). It identifies the ways in which the Lower John Day ACT operates, including structure and processes to reach agreement on decisions or recommendations, and meeting protocols. This charter guides the work and conduct of the Lower John Day ACT to create and maintain an authentic, open and equitable deliberation and public engagement process.

The jurisdictions and stakeholders representing Gilliam, Sherman, Wasco and Wheeler County and the Confederated Tribes of Warm Springs Reservation and the respective Cities of Arlington, Condon, Lonerock, Fossil, Grass Valley, Moro, Rufus, Wasco, Antelope, Dufur, Maupin, Mosier, Shaniko, The Dalles, Fossil, Mitchell, Spray were granted a Charter by the Oregon Transportation Commission (OTC), establishing the Lower John Day Area Commission on Transportation (LJDACT) on April 20, 2000.

2. Committee Role: Core Purpose and Function

LJDACT is advisory to the Oregon Transportation Commission and ODOT, providing advice on transportation infrastructure, capital investments, project prioritization, and state and regional policies affecting the Lower John Day Area.

The LJDACT is advisory to the Oregon Department of Transportation and Oregon Transportation Commission on current and future regional transportation issues impacting the state system. The ACT is responsible for seeking public input and making recommendations to the OTC regarding perspectives within their area related to policies, funding, investments, system operations and projects.

. At a minimum, LJDACT shall perform the following:

- Provide a forum for understanding and discussing transportation issues amongst transportation partners.
- Provide opportunities for all members to provide updates on relevant and timely topics, project status, projects likely to be funded, project in design phase and those in construction.
- Establish a public involvement process that is consistent with state and federal laws, regulations, and policies.
- Inform the development and implementation of the Oregon Transportation Plan (OTP) and associated mode and topic plans.
- Identify regional considerations, needs, opportunities, and priorities specific to the geography of the LJDACT and in consideration of locally adopted plans to inform ODOT's Capital Investment Plan.
- Develop, implement and regularly update a two-year Work Plan following the established format including expectations of the OTC and ODOT, with the flexibility

to identify interest areas and priorities specific to the ACT.

- Provide recommendations to the OTC regarding program funding allocations for various investment programs.
- Make recommendations to ODOT regarding special funding opportunities and programs.
- Advance the priorities of the OTC as stated in the Strategic Action Plan, OTP, and other OTC approved strategies and plans.
- Communicate and coordinate Regional priorities with other organizations, including the following:
    - Other ODOT Regions and ACTs
    - Metropolitan Planning Organizations (MPOs)
    - Regional Solutions Teams (RST)
    - Regional Partnerships and Regional Investment Boards
    - ODOT advisory committees
- Consider all modes and aspects of the Transportation System in formulating recommendations, taking into account the provision of elements and connections between air, marine, rail, highway, trucking, transit, bicycle, and pedestrian facilities.
- Consider climate and accessibility implications when making recommendations and balance other objectives such as safety, mobility, accessibility, livability, health, and state of good repair.

Optional Activities of the LJDACT

In addition to the above, LJDACT may choose to provide advice on activities such as:

- ODOT corridor plans or local Transportation System Plans (TSPs) that contain projects of Regional significance (e.g. a new highway bypass).
- OTC and ODOT investment strategies, investments, projects and policies for other programs and categories that have advisory committees or processes in place.
- Special circumstances or opportunities as applicable. Examples include STIP Fix-It, Enhance, Active and Public Transportation, Safe Routes to School or others such as Federal Lands Access Program, and ConnectOregon.
- Describe other transportation related policy or funding issues relevant to the ACT that would benefit from the coordinated committee discussion afforded by the ACT structure.

Roles and Processes between Members, Agencies, ODOT, and the OTC

The LJDACT shall interact with the OTC, ODOT, and other federal, state and local agencies to carry out the specified roles and responsibilities.

- ODOT staff shall provide the ACT with financial assistance, training opportunities, guidance, and technical support.
- ODOT assigns a senior manager as an ODOT representative and a voting member of the ACT who is responsible for conveying information both to and from the ACTs as necessary to complete the feedback loop as described in the OTC Policy on Formation and Operations of the ACTs.

- The OTC will designate two OTC commissioners as liaisons to the ACTs to facilitate communication between the OTC and the ACTs. The OTC will carefully consider recommendations from the ACTs and provide feedback.
- The OTC has responsibility for setting ACT expectations and approving ACT Charters and Work Plans.

For additional information on the OTC and ODOT staff roles and responsibilities, see the ACT Policy on Formation and Operations of the Area Commissions on Transportation (add hyperlink).

3. Membership & Structure

3.1 Membership Roles & Responsibilities

- Chairs/Co Chairs/Vice Chair: Provide leadership to the committee, helping to facilitate conversations and ensure committee delivers the requirements captured in its scope and workplan. Works in close coordination with ODOT liaison and facilitates the ACT meetings.
- Members: Responsible for attending meetings, reviewing materials in advance as appropriate and responding to inquiries from fellow committee members and ODOT liaison. Responsible for bringing forth the perspectives they represent in their committee role, if applicable, not solely personal opinion.
- ODOT Liaison: Member of ODOT staff who is responsible for maintaining the connection between the committee, the agency and the OTC, as outlined in scope above. Coordinates with committee leadership to ensure committee work is focused on mission and agency needs and within committee scope while also enabling the committee to work issues the committee determines are important.

3.2 Terms of Membership

A. Geographic Coverage

LJDACT serves the Gilliam, Sherman, Wasco, Wheeler County and Warm Springs Reservation area of Oregon. These four counties, along with the cities, Confederated Tribes of Warm Springs and other stakeholders in the area, make up a community of interest dealing with similar transportation issues. The region is interconnected by its predominantly agricultural economy and by common transportation facilities and services of highway, rail and river transport. There are approximately 31,000 people in the LJD area, spread across almost 7,000 square miles. This four county area is also generally coincidental with the boundaries of ODOT's Maintenance & Operations District 9 within Region 4. The small population and rural setting pose a unique set of transportation issues for the LJDACT.

B. Membership

Name	Role	Representing
	Chair	
	Vice Chair	
	ODOT Representative	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
vacant	ODOT Support Staff	
	MPO/other Support	

Each member must make a good faith effort to prepare for and attend each meeting. If a member is unable to attend a scheduled meeting, the member is responsible for ensuring any assignments are completed and any input on discussion topics is submitted to the facilitator prior to the meeting, to be considered during the meeting.

Members should maintain an ongoing commitment to regularly attending meetings; if a member is unable to maintain attendance, consideration should be given to change in membership (e.g. swap primary and alternate, find new member entirely, etc.).

Committee Appointments

- If not identified in statute, rule or executive order, committee size and representations shall be identified in the charter.
- Committee members shall identify desired perspectives for any vacant member role, beyond minimum statutory requirements.
- When a member role must be filled by a representative from another committee, other agency or jurisdiction, that committee, agency or jurisdiction shall nominate a person for consideration.
- For at-large members or governor-appointed committees, interested people may apply.
- ODOT committee liaison in consultation with the Chair and the Division Administrator/Appointing Authority will review nominations/applications and make recommendations to the Director.
- For Governor-appointed committees, the ODOT Director provides a recommendation to the Governor for final approval.
    - For ODOT committees, the Division Administrator makes the final appointment unless otherwise stated in guiding documents.

3.3 Structure

Recommendations provided to the Oregon Department of Transportation or Oregon Transportation Commission must be majority-based at a minimum and are ideally consensus-based. Dissenting opinions can be noted but must be identified as such.

- **Quorum**

  At least 50% attendance of voting members will constitute a quorum. Any vacant or unfilled voting member positions will not be counted towards determining the quorum.

- **Decision Making**

  The Lower John DayLJDACT 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 agree with a decision. Members are encouraged to voice and have recorded all viewpoints. Once a consensus decision has been reached, all members agree to support that decision.

  Sufficient time will be provided for 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 or her concerns 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 designate the issue to a working group for further exploration, development or recommendation for the full group.

  If the majority 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 the LJDACT to use the voting system infrequently so as not to turn the work of the LJDACT into one of gathering votes rather than working collaboratively to find solutions.

- **Officers**

- Every two years a Chair and Vice Chair shall be nominated, at any time, among the 4 County representatives, and endorsed by the voting membership. The Chair will work with support staff to prepare LJDACT meeting agendas, and shall preside at all meetings that he / she attends to and shall be responsible for helping the group adhere to 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 Chair shall assume duties of the Chair in his or her absence, and ODOT Area Manager or designee shall assume the duties of the Chair in the absence both the Chair and Vice Chair.

- **Staff Support**

  Staff support will be provided by ODOT and/or staff from one of the four Counties, in any manner acceptable to LJDACT, ODOT, and the currently designate County. ODOT contributes as needed financially in amounts determined by the Region 4 Manager to LJDACT for associated County staff costs, and makes available ODOT staff directly for technical support.

- **Technical Assistance**

  LJDACT may select and make use of technical advisory committee(s) as needed. Existing technical advisory groups are used as much as possible. All Road Masters, Public Works Officials, and appropriate ODOT staff are encouraged to attend all the meetings of the ACT.

3.4 Workgroups, Subcommittees and Technical Teams

Committees may form workgroups, sub-committees, and/or technical teams as necessary to advance topic-specific discussions and recommendations. Sub-groups utilized should be time-bound and follow all standard protocols and practices as the Advisory Committee itself.

Outline any plans to form workgroups, subcommittees, and/or technical teams for the committee, including their goals, roles, responsibilities, and meeting schedule (virtual or in-person).

3.5 Compensation (EECP, HB2992)

Governor-appointed committees are subject to HB2992 guidelines (daily rate). ODOT-formed committees can utilize the Equitable Engagement Compensation Program (EECP; hourly rate). Note here which, if any, applies to your committee.

For governor-appointed committees:

Members are eligible for compensation for their time serving on the committee, including time spent reviewing agendas and materials provided in advance, time spent outside of meetings conferring with the facilitators, and time spent in the meetings.

For committees that can utilize the Equitable Engagement Compensation Program (EECP):

Committee members are eligible for compensation for their time serving on the committee through an incentive or stipend. However, they are not entitled to compensation for travel, childcare, food, or any other expenses unrelated to their participation in the committee or group.

Stipends are payments to individuals for their participation on formal advisory committees or groups that meet two or more times. Stipends may be used for committees or groups that advise the department on projects, plans, policies, rulemaking, etc.

4. Meetings

4.1 Public Meetings & Notices

Committee meetings are considered public meetings. ODOT ensures that meetings are open to the public and accessible. Notice of the meetings, agendas, and meeting materials will be posted in advance of meetings on the committee website.

If there are additional ways to notify of meetings, i.e. ODOT GovDelivery notice, committee mailing list, list them.

4.2 Meeting Cadence, Schedule and Location

All Advisory Committee meetings shall adhere to the provisions of Oregon Public Meetings Law (ORS 192.610-690) and provide notice to the public regarding the dates, times and locations of all meetings.

What is the cadence of the committee meetings? Where is the schedule of meetings posted? Where will meetings be held? Will they be virtual, hybrid or in-person?

Is cadence included in creation documents (statutes, etc.)? Outside of that, cadence will be determined by committee, balancing staff availability, scheduling, topics for the year, considering the workplan items.

4.3 Code of Conduct

ODOT has developed a Code of Conduct for all advisory committees to use, attached to this charter as an addendum.

5. Conflicts of Interest

Committee members agree to discuss and make recommendations only when they do not have an actual or potential conflict of interest. A "conflict of interest" is defined as:

> *Any action or any decision or recommendation by a person acting in a capacity as a public official or media representative, the effect of which could be to the private monetary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated.*

Members agree that should such a conflict of interest arise, they will immediately notify the facilitator and abstain from recommendations on that agenda item.

6. Work Plan

The committee maintains a work plan that meets the needs of the committee's purpose and scope. The work plan guides agenda development and keeps the overall process on track. The chairs/co-chairs, facilitator and ODOT staff will work collaboratively with the committee to adjust the plan as needed.

7. Communication

7.1 Correspondence

Members are encouraged to share opinions and ask questions during committee meetings to ensure full discussions with multiple viewpoints. Questions between meetings may be submitted to the facilitator, and responses may be sent to the entire <<Name of ACT>> membership. Members recognize that all emails sent to ODOT related to this committee are considered public records and may be made available upon an information request.

7.2 Media Interaction

If any committee member receives a request from the media, they should immediately notify the committee chair, ODOT Liaison and the facilitator. The ODOT Liaison will share these with the ODOT Communications manager to handle. These requests are time-sensitive and should be considered a priority. Communications staff will handle all interactions with media personnel. In the event that a response from the committee is appropriate, the Communications staff will:

- Get in contact with the reporter to ask for more information about the subject and intent of the story.
- Identify a timeline in line with reporter's deadline.
- Identify who will manage the agency's response to the request.
- Identify spokespeople who will answer the questions on behalf of the agency.
- Staff the interview, taking notes and ensuring we follow up on any requests or opportunities.

Members may speak with the media directly, but only as an individual and not on behalf of the committee or ODOT, nor should they characterize the points of view of other members.

7.3 Legislative Interaction

- Advisory Committees are extensions of the Oregon Department of Transportation and/or the Oregon Transportation Commission and therefore do not provide recommendations directly to the Legislative body.
- ODOT's Government Relations Section functions as the primary touchpoint for elected tribal leaders, federal and state lawmakers, legislative staff (including professional staff), and lobbyists for the Department.
- If an Advisory Committee desires to engage directly in the legislative process (i.e. take a position on a measure, advocate for specific provisions or language, support or oppose a funding request, etc.), committee members must work with ODOT's Government Relations Section to ensure adherence to agency and enterprise processes and alignment with the Governor's agenda. For purposes of this process, ODOT advisory committees are an extension of ODOT.
    - Except for bills introduced by an executive branch agency and items included in the Governor's Budget, executive branch agencies have "no position" on measures and budget requests unless express approval is granted.
    - The Governor's Office has a defined process for seeking express approval to take a position (of support or opposition) on a measure or budget request.
    - If an Advisory Committee wishes to take a position, please submit that request through ODOT Government Relations.

    - If an Advisory Committee wishes to engage the legislative process without taking a position, please work with ODOT Government Relations.
- Be careful not to represent yourself as a spokesperson for the Advisory Committee without the Department's and the Governor's prior consent and approval.
- If taking a *personal* position on a measure being considered by the legislature, you may not indicate the position is on behalf of the Advisory Committee, ODOT, or the Governor. You may note your membership on the Advisory Committee and clarify you are speaking on behalf of yourself and not on behalf of the Advisory Committee, ODOT, or the Governor.

For example, if you were testifying in committee on a bill you may say: *For the record, my name is Jane Doe and I serve as a member of ODOT's Public Transportation Advisory Committee. I am speaking on behalf of myself and my community and am I not representing the views of the Advisory Committee or the agency.*

7.4 Photography and Recording

Committee meetings are open to the public. Members may be video recorded, audio recorded, live-streamed, and/or photographed during the committee meetings. Zoom meetings are recorded and posted on the project homepage as official records of the meetings. Photographic images from committee meetings may be used by ODOT in outreach materials provided to the public. Any member with specific concerns about this should notify the facilitator.

7.5 Public Meetings and Records

ODOT will conduct committee meetings under the provisions of Oregon Public Meetings Law (ORS 192.610-690) and provide notice to the public regarding the dates, times and locations of all meetings.

All records of the committee, including formal documents, discussion drafts, meeting summaries and exhibits, are public records. Communications among members related to the subject matter of the committee should not be treated as confidential and may be subject to public records requests. "Communications" refers to all statements and statements made during meetings, memoranda, work projects, records, documents or materials developed to fulfill the charge, including electronic mail correspondence by and among the members. The personal private notes of individual members taken at public meetings might be considered public to the extent they "relate to the conduct of the public's business" (ORS 192.41 0(4)).

8. Agreement and Adoption

By their signature, the parties below adopt and agree to abide by this Charter.

Members

Name	Organization/Affiliation	Signature
Example 1	Example	
Example 2	Example	

*Denotes Interim

ODOT Staff & Consultants

Name	Organization/Affiliation	Signature
Example 1	Example	
Example 2	Example	

Appendix A: ODOT Advisory Committee Code of Conduct

Purpose:
To achieve their mission, each advisory committee meeting should be an open forum where members feel safe sharing their values and viewpoints and all opinions are respected.

This Code of Conduct policy sets expectations to guide advisory committee members in their actions during and outside of advisory committee meetings. This policy establishes options for managing conflict and a process for addressing unacceptable behavior.

Code of Conduct:

During Advisory Committee Meetings

- Communicate in a respectful and professional manner
- Be present and stay engaged; hold oneself accountable
- Respect physical and verbal boundaries
- Build positive relationships; assume best intentions
- Respect and share time (be conscious of time: help stick to it or negotiate for more)
- Act in the best interest of the advisory committee's agreed-upon purpose
- Create opportunities for everyone to speak – "Step In, Step Out"
- Everyone's voice is equal and matters: speak your truth, honor courage and vulnerability
- Exercise tolerance of the perspectives and opinions of others (Avoid personal comments that are intended to, or could reasonably be construed to, offend others)

Outside of Advisory Committee Meetings

- Communicate in a respectful manner
- Limit discourse outside of meetings
- Discuss topic areas thoughtfully rather than attacking individual behaviors (deal with issues, not people)
- Be aware of the public nature of written notes, calendars, voicemail messages, and e-mail – advisory committee work (in and out of meetings) is part of public record
- Make no promises on behalf of the advisory committee in unofficial settings

Managing Meetings:
Advisory committee Chairs play an important role in ensuring these public meetings are open to all those who wish to participate in a respectful and constructive manner.
ODOT advisory committee staff, whether a member of the advisory committee, should encourage members to participate by establishing and maintaining open and constructive meetings and partner with the advisory committee Chair.

To encourage respectful dialogue and meeting efficiency, ODOT advisory committee staff and advisory committee Chair should ensure meetings be conducted with the following actions:

Maintain control	Set clear expectations of time allotment and goals.
Keep to the agenda	Note when discussion has wandered away from the agenda topic and get back to the agenda item when necessary.
Encourage full participation	Ensure a respectful and safe environment for everyone to participate; free of insults, disrespect, yelling or other inappropriate behavior.
Discourage time monopolizing	Some members may monopolize time and discourage others from participation. The Chair should discourage this behavior and encourage quieter members to participate by allotting them time to speak.
Weigh all contributions and summarize discussion points	It is important to recognize all participation and consider all contributions. The Chair should note all the viewpoints and summarize impartially before any decisions are made.
Keep calm with strong leadership	Advisory committee Chairs are considered leaders and others look to them to stay calm and provide fairness to all members.

Addressing Unacceptable Behavior:

During Advisory Committee Meetings

Advisory committee Chairs and ODOT advisory committee staff should follow the steps below when addressing unacceptable behavior during advisory committee meetings. Advisory committee members may also assume this responsibility:

1	**Redirect**	Redirecting discussions back to the agenda topic may prevent escalated behavior and language.
2	**Verbal warning**	Any member or attendee acting inappropriately will be notified by the ODOT advisory committee staff or advisory committee Chair of such with a verbal warning.
3	**Asked to leave meeting**	Following a verbal warning, anyone who continues acting inappropriately will be asked by ODOT advisory committee staff or advisory committee Chair to leave the meeting for the remainder of the meeting.
4	**Written warning**	A written warning from ODOT advisory committee staff or advisory committee Chair will be issued to anyone who is asked to leave a meeting or is found to behave inappropriately toward an advisory committee member or other participant(s).
5	**Warning of removal from advisory committee**	ODOT advisory committee staff or advisory committee Chair may issue a warning of advisory committee termination to any member who continuously behaves inappropriately during or outside of meetings resulting in more than two written warnings in a span of 12 months.
6	**Removal from advisory committee**	The ODOT advisory committee staff and the advisory committee Chair should consult regarding removal of any advisory committee member who behaves inappropriately. This decision will be based on the severity and/or frequency of behavior resulting in written warnings.

Outside of Advisory Committee Meetings

In instances where inappropriate behavior associated with the advisory committee has occurred to anyone affiliated with the advisory committee (members, staff, the public, presenters), the following steps should be taken to address this behavior:

1	**Verbal warning**	Any member or attendee acting inappropriately will be notified by ODOT advisory committee staff or advisory committee Chair with a verbal warning that their behavior is offensive or inappropriate.
2	**Warning of removal from advisory committee**	A written warning from ODOT advisory committee staff or advisory committee Chair will be issued to anyone who has engaged in unacceptable behavior toward an advisory committee member or advisory committee meeting participants outside of the meeting whether in person, via email or other methods.
3	**Written warning**	The ODOT advisory committee staff or advisory committee Chair will issue a warning of advisory committee termination to any member who continues behavior after initial warning.
4	**Removal from advisory committee**	The ODOT advisory committee staff and the advisory committee Chair should consult regarding removal of any advisory committee member who behaves inappropriately. This decision will be based on the severity and/or frequency of behavior resulting in written warnings.

Reporting:

Anyone witnessing or experiencing inappropriate behavior related to advisory committee activities may wish to discuss informally with advisory committee Chair or ODOT advisory committee staff and may wish to resolve the issue personally. Advisory committee Chairs and ODOT advisory committee staff should be available to anyone wishing to discuss concerning behavior.

Advisory committee Chairs should make themselves easily approachable and available for anyone who wishes to discuss concerning behavior or incidents. Advisory committee Chairs will determine if and when inappropriate behavior has occurred and work closely with advisory committee staff to determine appropriate next steps and communicate with those parties involved. It is understandable that some actions or behavior may need additional exploration for determining if action is needed and advisory committee Chairs will work closely with ODOT advisory committee staff to make the most informed decision.

Behavior that is considered unacceptable toward anyone associated with advisory committees should be reported as soon as possible to the designated individual(s) such as ODOT advisory committee staff or advisory committee Chair. Any member of the advisory committee, public, staff, or presenters should report inappropriate or offensive behavior as soon as possible.

Reporting Inappropriate Behavior

Reports of inappropriate behavior can be made by phone, email, or in person (and can be made into formal record or not) to ODOT advisory committee staff or advisory committee Chair. If individuals feel comfortable doing so, it is recommended to document as many details as

possible including related statements, physical actions, or other details as soon as possible after the incident. Reports of such behavior should be made to the ODOT advisory committee staff and include the advisory committee Chair and staff if they are not involved in the incident. Any incidents that involved the ODOT advisory committee staff, advisory committee Chair and other staff should be reported to the ODOT appointing authority(ies) related to the advisory committee.

The report should contain the following:

- Names of all parties involved, including witnesses.
- Date(s), time(s), and locations of occurrence(s).
- Specific and detailed account of conduct that is believed to be inappropriate or offensive.
- Related screenshots, recordings, or other documents.

Responding to a Report of Inappropriate Behavior

The following steps should be completed when responding to a report or following an event:

- Provide specific information to facilitate understanding of what actions were deemed inappropriate.
- Offer resources or training to support the individual in addressing inappropriate behavior.
- Provide information on next steps if the actions occur again.
- Be made aware of any retaliation that occurs.
- Dismiss member, if necessary, by following the process described in the advisory committee's charter, bylaws or other guiding documents.
- Report back to those who filed the initial report or to the group if deemed appropriate.



Work Plan for the *Name of ACT*

Dates Covered: 2026-2027

This template includes sample language. This language is provided to support ACTs in completing the necessary documentation. Each ACT should feel free to add its own language.

Introduction – Purpose

Area Commissions on Transportation offer venues to discuss regional transportation issues and provide input to the Oregon Transportation Commission (OTC) to inform their decisions. Per the OTC Policy on Formation and Operation of ACTs, each ACT is expected to prepare a two-year Work Plan that identifies their areas of interest and priorities. Doing so is intended to help focus the work of each ACT and clarify how the group will engage and inform regional and statewide issues. The Work Plan is pre-populated with statewide items that the OTC and ODOT have identified will benefit from ACT engagement. Within this Work Plan the ACT should identify the topics to be covered over the next two years, recognizing things will arise that will require ACT attention that are not yet anticipated. Any identified topic should have a transportation nexus and be tailored to the ACTs' ability to contribute or influence.

ACT Chair

Name of ACT Chair

Name of ACT Vice Chair or Co- Chair if applicable

Areas of Interest and Priorities

(Include and describe a list of ACT interest areas and priorities specific to your ACT and those listed in the ACT Charter. This is the space to detail the priorities as discussed and agreed upon by the individual ACT. This can include a range of topics such as improving economic vitality, decreasing crashes, supporting climate change actions, improving public transportation connections and accessibility, etc. with a nexus to how the ACT can support such outcomes.)

Two-Year Goals and Initiatives

(Identifying goals and related initiatives for this two-year period that relate to the interest areas and priorities and further regional conversations or provide input to the OTC.)

Use this space to provide the ACT two-year goals and initiatives. Be specific. These goals should relate to the ACT priorities articulated above and have related outcomes and/or strategies. Examples: learn more about growing industries and related regional transportation needs, engage more members of the public, seek understanding of connection between housing and transportation, etc. tied to tangible desired outcomes of how the ACT will engage in, advance, inform, or learn about different topics to advance transportation goals.

Goal 1

Desired outcomes and strategies

Goal 2

Desired outcomes and strategies

Goal 3

Desired outcomes and strategies

Meeting Topic Plan

Each ACT should identify a two-year meeting plan with dates/timing and discussion topics.

(All ACTs have a minimum list of topics (provided by OTC staff). This section should include that minimum list and others selected to support and inform the ACT members. Examples of required topics include Federal Infrastructure Bill presentations, CIP-STIP process, Connect Oregon review, Oregon Transportation Plan and other modal plan updates. Optional topic examples include regional priorities, Strategic Action Plan Implementation, Oregon State Rail Plan Implementation, etc.)

<u>The minimum list for 2026-2027 which include action items for the ACTs include:</u>

- Capital Investment Plan development
  - April 2026: Identify the top 3-5 investment/needs of highest interest to the ACT. Identify other investments of interest (no more than 10), using same considerations.
  - Early Fall 2026: Receive updates on projects under consideration
  - Late Fall 2026: Offer comment to the OTC on the draft CIP
- 2027-2030 STIP development
  - January 2026-April 2026: This phase will be reviewing the draft STIP that is out for public comment. OTC seeking input from the ACT.
- Safety & Transportation Safety Action Plan
  - Mid 2026 – Public Review
  - October 2026 – Adoption
- Connect Oregon Project Selection
  - Spring & Early Summer 2026: Review Period
- Oregon Highway Plan
  - 2nd half of 2026 - ACT engagement at key milestones, timeline to be determined.

<u>Other Topics:</u>

- Climate Resilience Executive Order 25-26
  - Directs state agencies to take action to promote the resilience of our communities and natural and working lands and waters.
- Oregon Rail Plan
  - Summer 2026 - Public Review
  - Mid Fall 2026 – Adoption
- Oregon Freight Plan
  - Development underway

(Use this space to provide a meeting plan to achieve ACT Goals and Key Topics coverage.)

Meeting Public Involvement Requirements

Per the OTC Policy on Formation and Operation of ACTs, each ACT is expected to describe how it will meet public involvement requirements and follow all relevant federal laws, regulations and policies for public involvement. To meet this requirement, the *Name of ACT* intends to do the following.

(Use this space to provide information about public involvement steps and processes.)

ACT Membership

Considering all modes and aspects of the transportation system is central to the ACT's purpose. The OTC Policy on Formation and Operation of ACTs provides a framework for membership considerations to achieve a voting membership that is reflective of it socio-demographic population, represents the geographic diversity of each ACT representation and seeks modal balance. This policy also highlights the importance of engaging tribal partners in transportation. Specifically, the OTC ACT Policy states:

> At a minimum, ACT representation will include at least 50% elected or appointed officials from the Area. Representation shall include City, County, and MPO officials within the ACT boundaries. Representatives of the nine federally recognized Tribal Governments in Oregon named in ORS 172.110, Port officials, and Transit officials shall also be invited to participate as voting members and will count toward the requirement of at least 50% elected or appointed officials. The remainder of the representation should be from interested stakeholders which should represent, but are not limited to: trucking, air, rail bicycle, pedestrian, public transportation, public interest advocacy groups, environmental or climate, land use, local citizens, business, education, public safety providers or organization, non-profit organizations, etc. ODOT will be a voting member on each ACT. Members should be carefully selected so that transportation recommendations are coordinated with other local and Regional community development activities, creating consensus within the Area on transportation issues and priorities.

Every two years, each ACT should evaluate current membership and establish membership goals.

Name of ACT recognizes the importance of each member and the perspective each member brings to discussions and decisions. *Name of ACT* is committed to adding the following representatives/perspectives to the current ACT membership:

(Use this space to explain what membership goals are important to the ACT and which representations the ACT will seek in the next two years.)

- *Member 1*
- *Member 2*

- *Member 3*

ACT Charter

Each ACT maintains a charter or operational guidelines.

{It is recommended that ACTs include the Code of Conduct in their Work Plan or Charter}

(Use this space to insert ACT Charter or Operating Guidelines. ACTs may use this space to provide information on Charter or Operating Guidelines updates and information about changes that aid in achieving defined Goals and Outcomes.)

Reference: OTC ACT Formation Policy

A link will be provided once the updated ACT Formation Policy is posted.