

## Meeting Schedule

October 8, 2025

### A. Background

The LaneACT Steering Committee conducted a survey in April 2025 to gather feedback from members to help improve LaneACT meetings. Key findings from the survey were discussed at the May 14, 2025 LaneACT meeting.

Many of the members that responded to the survey indicated they did not think it was necessary for the LaneACT to meet every month.

Meeting frequency is discussed in the LaneACT Bylaws, Section 5.E (Meetings). The text specifies: "LaneACT will hold monthly meetings at a regularly scheduled time, unless it determines there is no need to meet."

The purpose of this resolution is to formalize the members' preference for meeting less frequently.

### B. Resolution

1. The LaneACT will hold meetings approximately every other month. Meetings will not be held in January or July (for a winter and summer recess).
2. Some deviation from this general schedule may be required to address special requests from the Oregon Transportation Commission and other time-sensitive tasks.
3. The Steering Committee will determine whether there is a need to deviate from the general schedule. They may or may not substitute one meeting for another, to limit the total number of meetings to six each year. The Steering Committee may decide there is a need to meet more than six times.
4. This resolution is effective immediately upon approval.

### C. Approval

This resolution was approved by the LaneACT members at the regular meeting held on October 8, 2025. This is documented in the approved minutes of that meeting.