



Lane Area Commission on Transportation

2080 Laura Street; Springfield, OR 97477



Lane Area Commission on Transportation

Member Reference Manual

updated February 2025

Contents (page no.)

1. Overview (2)

- A. Member Reference Manual (3)
- B. New member orientation (4)

2. Area Commissions on Transportation (14)

- A. Oregon Transportation Commission (15)
- B. Map showing the 5 ODOT Regions (16)
- C. Purpose and history of the ACTs (17)
- D. Map showing the 12 ACT areas (18)
- E. OTC Policy on Formation and Operation of ACTs (19)
- F. OTC *Reset and Refocus* initiative (20)

3. Lane Area Commission on Transportation (21)

- A. LaneACT formation process (22)
- B. Senate Bill 944 (24)
- C. LaneACT Bylaws (26)
- D. Supplemental policies and procedures (39)
- E. Work plan (42)
- F. Code of conduct (43)

4. Other documents (44)

- A. Statewide Transportation Improvement Program (45)
- B. Glossary of terms and acronyms (46) (14 pages)

LaneACT Member Reference Manual

Section 1

Overview

Contents

- 1.A. Member Reference Manual
- 1.B. New member orientation

LaneACT Member Reference Manual

Topic 1.A

Member Reference Manual

The Member Reference Manual is a resource document for new and existing LaneACT members. It is a compilation of various documents that will help members better understand the organization and operation of the LaneACT.

The manual was compiled by LaneACT staff. Previous versions were referred to as the New Member Orientation Manual. The title of this updated version has been revised to emphasize that the document is not only for new members.

Format

A table of contents is provided on the cover page of the document. Page numbers are provided in parentheses.

There are four major sections. Within each section there are subsections. Subsections are also referred to as sections. They are also referred to as topics.

There is a summary page at the beginning of each major section that lists the topics included in that section. There is also a summary page for most (but not all) of the topics.

Some of the documents that were included in the previous version of the manual are not included in this version. Instead, cross references or links are provided to websites where the documents can be viewed and downloaded.

This is intended to reduce the number of pages. It also ensures that members have access to the latest version of those documents that may be updated occasionally.

LaneACT Member Reference Manual

Topic 1.B

New member orientation

Included in this section of the manual are the slides that were presented at the new member orientation in 2025. New member orientations are generally (but not always) held every year, usually at the beginning of the year when new members are appointed by their local jurisdictions.

The presentation explains how the LaneACT is organized and operates. The presentation also describes the primary responsibilities and activities of the LaneACT.

The slides are somewhat complex in terms of the amount of text, compared to more streamlined presentations. This is intentional. The slides are also intended to serve as a reference document for the members. This is why they are included in this manual.

There are 17 slides. They are presented in 2-slide per page format to reduce the number of pages in the manual.



LaneACT overview

slide presentation for new member orientation

February 2025

[break]

1

Topics

- | | |
|-----------------------------|------------------------|
| 1. Purpose of the LaneACT | 7. Officers |
| 2. Primary responsibilities | 8. Committees |
| 3. Other activities | 9. Role of ODOT staff |
| 4. Bylaws | 10. Meetings |
| 5. Supplemental procedures | 11. Decision making |
| 6. Members | 12. Public involvement |

[break]

2

Purpose of the LaneACT

The LaneACT is an advisory body to the Oregon Transportation Commission (OTC) and the Oregon Department of Transportation.

The purpose and mission of the LaneACT (and the other ACTs) is to:

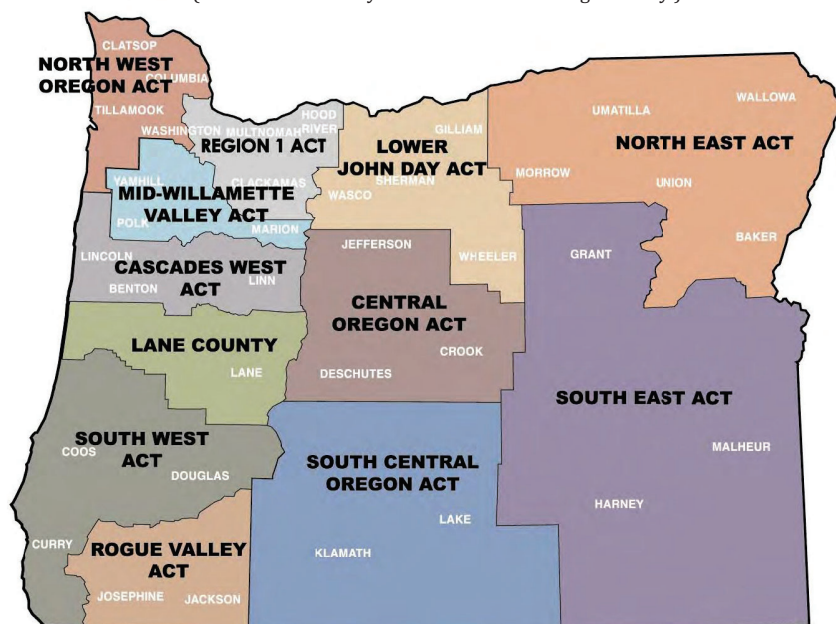
- Provide a forum for discussing transportation issues.
- To encourage local jurisdictions to coordinate among themselves and with ODOT.
- To make recommendations to the OTC and ODOT on topics where input has been requested.

The LaneACT is specifically focused on activities within ODOT Region 2, Area 5, which includes all of Lane County. ¹ [refer to endnotes]

[break]

Map showing the boundaries of the 12 ACTs

(LaneACT is the only ACT that includes a single county)



Primary responsibilities

The ACTs have a role reviewing and ranking applications for several important grant programs:

- **Connect Oregon**
 - Provides funding for non-highway freight projects (every 2 years)
- **Statewide Transportation Improvement Fund (STIP)**
 - Provides funding to for public transportation services (every 2 years)
- **Department of Aviation – Critical Oregon Airport Relief (COAR)**
 - The LaneACT appoints a member to participate in the Aviation Review Committee (ARC). This program allocates funding every year.

ACTs comment on the Statewide Transportation Improvement Program (STIP) every four years. They are also invited to comment on major funding packages proposed by the Legislature, every 5-10 years.

Other activities

- ODOT periodically updates its various transportation plans. ACTs are invited to provide input.
- ODOT occasionally shares information with the ACTs about special projects and initiatives, for discussion at ACT meetings.
- LaneACT members share information with each other about local transportation planning and construction projects of interest.
- The LaneACT elects officers every year, to serve one-year terms.
- The Steering Committee develops agendas for meetings. They are also responsible for updating the workplan every two years.
- LaneACT provides letters of support endorsing grant applications.
- The LaneACT updates the bylaws on an as-needed basis.

[break]

Bylaws

- The LaneACT Bylaws describe the organization of the LaneACT and the procedures for conducting business.
- The bylaws need to be consistent with the OTC Policy on Formation and Operation of the ACTs (OTC ACT policy).
- The LaneACT is currently updating the bylaws to reflect changes to the ACT policy the OTC adopted in 2022. A Bylaws Committee was appointed in 2025 to develop recommendations.
- The OTC is currently making additional changes to the ACT policy. These changes are in response to recommendations developed by an ODOT review committee, to improve the operation of all ODOT advisory committees.

[break]

Supplemental procedures

After the bylaws were adopted in 2010, the LaneACT adopted other documents to provide addition guidance on various topics. Some of them are obsolete. The LaneACT Bylaws Committee is reviewing these documents to determine if they should be incorporated into the bylaws. These documents are posted on the LaneACT webpage.

- LaneACT Foundational Procedures and Policies (2011)
- Endorsement letters (for grant applications) (2011, updated 2020)
- Steering Committee Appointment and Terms (2012)
- ACT-MPO coordination (2012)
- Public Participation Plan (2013)

[break]

Members

- **Lane County and Cities** (13 members)
- **Confederated Tribes, Port of Siuslaw, Lane Transit District** (3)
- **ODOT Area Manager** (1 member)
- **Central Lane MPO** (1 member)
- **Lane County Transportation Advisory Committee** (1 member)
- **Highway 126 East** (1 member)
- **Designated special interest representatives** – Trucking, rail, bicycle-pedestrian, and environmental-land use (4 members)
- **Other special interest representatives** (4-6 members)
- 28-30 total

[break]

Officers

- The LaneACT elects a Chair and Vice Chair every year. The Chair is responsible for conducting meetings. Both the Chair and Vice Chair are members of the Steering Committee. They also represent the LaneACT at meetings with the OTC and other special meetings.
- The bylaws allow for the election of an Ambassador. This position has not been filled consistently over the years.
- Officers serve one-year terms. They may be re-elected to serve more than one term.
- Elections are held in December. Officers assume their positions the first meeting of the new year, usually in February.²
- The LaneACT may appoint an Officer Nominating Committee several months in advance of the election, to identify individuals to recommend for election in December.³ [break]

Committees

- The bylaws allow for both standing committees (ongoing) and ad hoc committees (temporary, as needed).
- The Steering Committee is currently the only standing committee.
- The Steering Committee is comprised of the LaneACT Chair, Vice Chair, and the ODOT Area Manager. Other LaneACT members are welcome to attend meetings and participate in discussions.
- The primary responsibility of the Steering Committee is to develop the agendas for LaneACT meetings. They are also responsible for developing the LaneACT work plan (every two years).⁴
- The Officer Nominating Committee and the Bylaws Committee (referred to previously) are ad hoc committees. [break]

Role of ODOT staff

- The ODOT Area 5 Manager is a voting member of the LaneACT.
- The Area Manager is also a permanent member of the Steering Committee to ensure continuity from year to year.
- The Area Manager represents the interests of ODOT and the OTC. The Area Manager has a special role in helping the Chair and Vice Chair guide the LaneACT.⁵
- The Area Planner provides staff support to the LaneACT.
- ODOT provides contract staff support to assist in preparing for and conducting LaneACT meetings. Staff support is currently provided by 3-J Consulting.

[break]

Meetings

- The LaneACT generally meets every month unless there are not enough topics to discuss or there is a conflict with important event. There is a summer and winter recess, in July and January.
- The LaneACT meets on the second Wednesday of the month, from 5:30 to 7:30 PM.
- Recently, all meetings have been conducted over the internet using videoconferencing software. In the future, some meetings may be conducted in person, with a video conference option. In person meetings are held at the ODOT offices in Springfield.
- Steering Committee meetings are currently held on the third Wednesday of the month, one week following the LaneACT meeting. Meetings are held during the day, by videoconference.

[break]

Decision making

- Decision making is described in Section 5.A of the LaneACT bylaws.
- Two-thirds of the voting members must be present for quorum.
- Decisions are made by consensus, rather than a conventional up or down majority vote. Consensus is defined as "all voting members present can live with the decision."
- If the members cannot reach consensus, the bylaws allow for a conventional vote. However, an 80% supermajority is required for a motion to pass.
- The members may agree to suspend the supermajority requirement for specific votes. (Robert's Rules of Order allow the members to deviate from established rules.)

Public involvement

The primary requirement for the LaneACT is to ensure that meetings comply with Oregon public meeting law (ORS 192.610 to 192.690).

This requires that regular meetings are open to the public and advertised in advance. Meeting agendas (and packets) are posted on the LaneACT webpage one week in advance of the meeting. Future meetings are also listed in each LaneACT meeting packet.

Steering Committee and other committee meetings are not considered public meetings because the committees are not making decisions or deliberating toward a decision. They only make recommendations for the LaneACT to consider.

[break]

Public involvement (continued)

Public involvement requirements for an ACT are minimal. ACTs do not have authority to develop planning documents that require a public outreach effort or a public hearing. The ACT is required to provide an opportunity for public comment at the beginning of each meeting.

The ACT is not required to base their recommendations to the OTC on public comment. The OTC is interested in the perspective of the ACT.

The ACTs indirectly provide public involvement for ODOT and the OTC. The members represent the public interest. Many members are elected officials, elected by the public to represent their interests. Other members represent special-interest groups that reflect the preferences of certain segments of the population. [break]

Notes

1. The text describing the purpose and mission of the LaneACT was developed by the LaneACT Bylaws Committee in 2025.
2. Election procedures are not described in the bylaws. They are described in the supplemental policy document titled: LaneACT Foundational Procedures and Policies (2011). The bylaws, supplemental procedures, and other operating documents are available to view and download on the LaneACT webpage [[link](#)].
3. The procedure for electing officers is described in the LaneACT Foundational Procedures and Policies document. Additional guidance is provided in Robert's Rules of Order. The bylaws stipulate that the procedures described in Robert's Rules apply if the bylaws do not provide direction.
4. The responsibilities of the Steering Committee are described in the supplemental policy document titled: Steering Committee Appointment and Terms Protocols.
5. The role of ODOT staff is explained in the OTC Policy on Formation and Operation of ACTs (2022). Refer also to the ACT Reset and Refocus Initiative (2021).

LaneACT Member Reference Manual

Section 2

Area Commissions on Transportation

This section of the manual explains the purpose and history of the ACTs.

Contents

- A. Oregon Transportation Commission
- B. Map showing the 5 ODOT Regions
- C. Purpose and history of the ACTs
- D. Map showing the 12 ACT areas
- E. OTC Policy on Formation and Operation of ACTs
- F. OTC *Reset and Refocus* initiative

LaneACT Member Reference Manual

Topic 2.A

Oregon Transportation Commission

The Oregon Transportation Commission (OTC) guides the planning, development and management of the state transportation system. The OTC establishes policies and authorizes the expenditure of state and federal funds.

The commission meets monthly to oversee ODOT activities relating to highways, public transportation, rail, transportation safety, motor carrier (freight) operations, and driver & motor vehicle services.

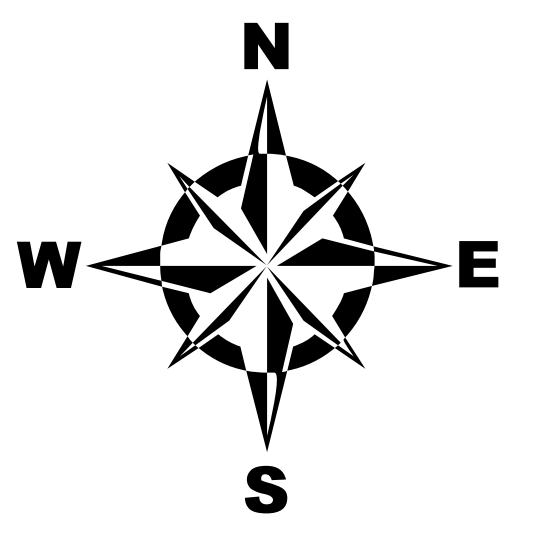
There are five commissioners, appointed by the governor. They represent different geographic regions and different political parties.

Additional information is provided on the OTC website. [[link](#)]

ODOT is divided into five geographic *Regions*. A map of the five regions is provided on the following page.

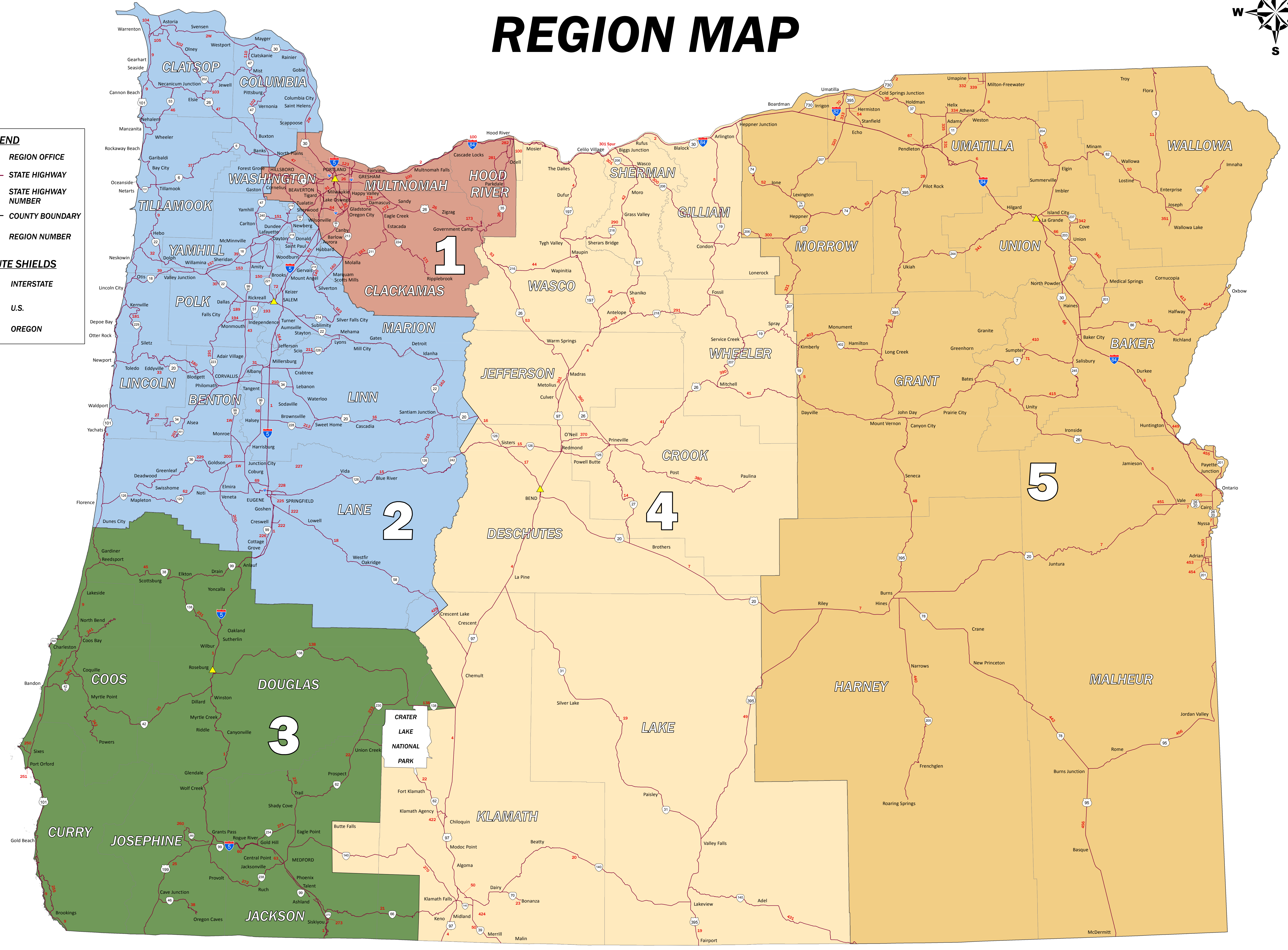
The ODOT Regions are further subdivided into Areas. The ODOT Areas are not shown on the map. They are indirectly shown (but not numbered) on the ACT map included later in this section of the manual. The boundaries of the ACTs correspond with the boundaries of the ODOT Areas. LaneACT is in Region 2, Area 5.

OREGON DEPARTMENT OF TRANSPORTATION REGION MAP

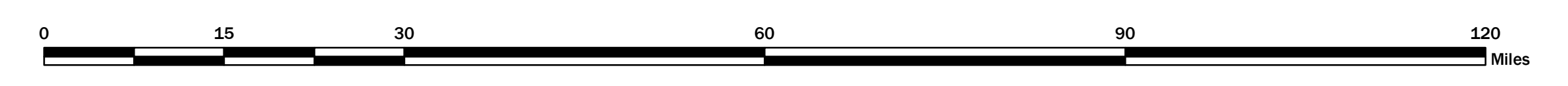


LEGEND

- REGION OFFICE
- STATE HIGHWAY
- STATE HIGHWAY NUMBER
- COUNTY BOUNDARY
- REGION NUMBER
- ROUTE SHIELDS**
- INTERSTATE
- U.S.
- OREGON



PRODUCED BY ODOT - GIS UNIT
(503) 986-3154 - DECEMBER 2011
GIS No. 23-43



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LaneACT Member Reference Manual

Topic 2.C

Purpose and history of the ACTs

The OTC established the ACTs to improve communication and interaction between the OTC and local governments, and others with an interest in transportation issues.¹

There are 12 ACTs. (Refer to the map on the following page.) The first ACT was formed in 1996. The OTC chartered the Mid-Willamette Valley ACT in November 1996. The second ACT was formed a few months later. The OTC chartered the Rogue Valley ACT in February 1996.

The LaneACT was the second to last ACT to be established. The OTC approved the LaneACT Bylaws on November 9, 2010.² (The formation of the LaneACT is described in more detail in Section 3 of this manual.) The last ACT to be established was the Region 1 ACT. The OTC approved their bylaws in 2016.³

The ACTs are advisory bodies to the OTC and ODOT. They do not have authority to develop planning documents or expend funds. Their role is limited to providing input to the OTC and ODOT on transportation-related topics, when asked, and other activities described in LaneACT operating documents.

When the ACTs were originally established they were more involved in selecting projects for funding through the STIP Modernization and Enhance programs. The role of the ACT has changed over the years.

The responsibilities of the ACTs are described in the *OTC Policy on Formation and Operation of the ACTs* (Topic 2.E). The specific responsibilities of the LaneACT are described in Section 3.

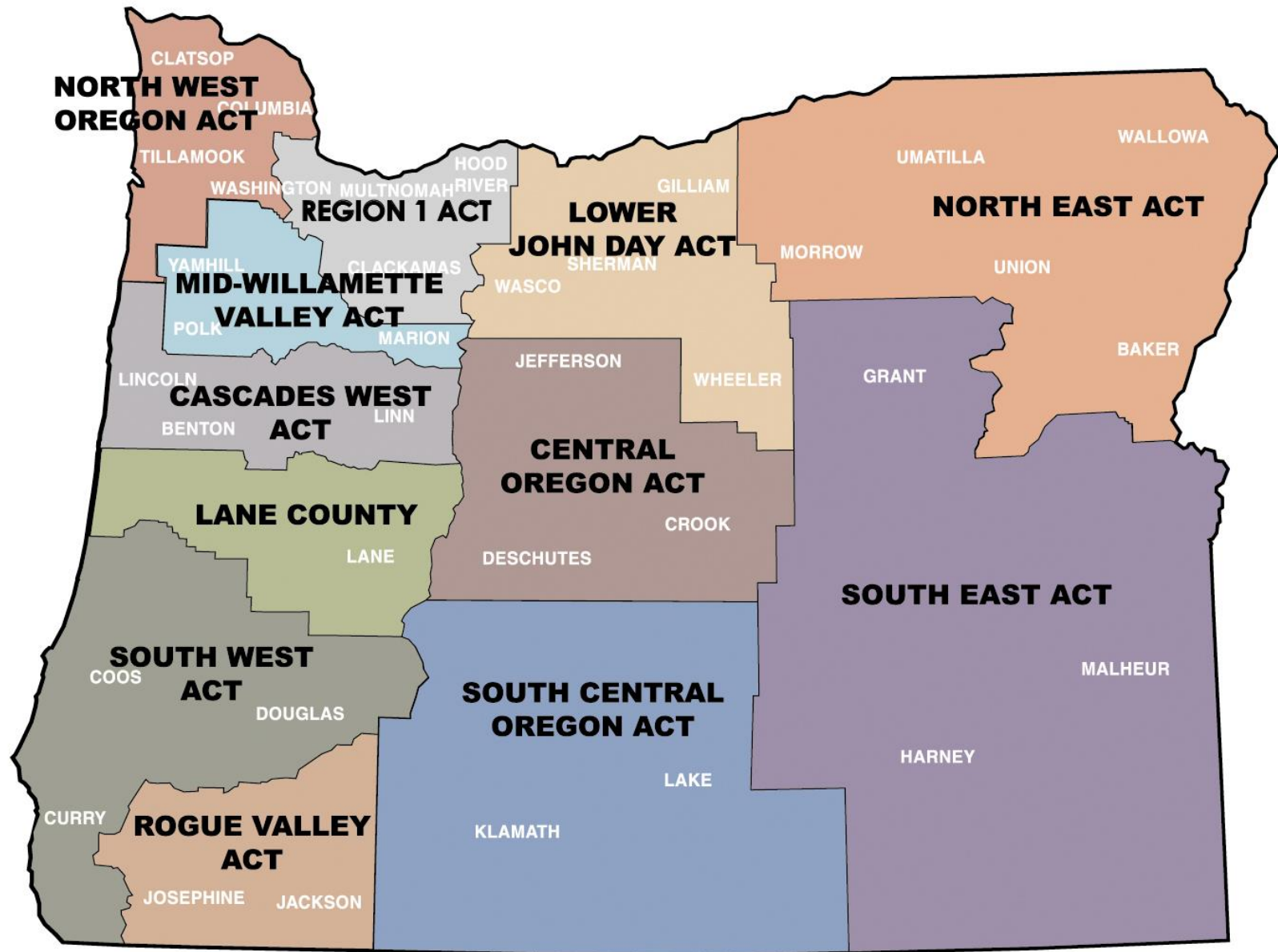
A map showing the boundaries of the 12 ACTs is provided on the following page. Note that the LaneACT is only ACT that includes a single county.

¹ This text comes from the introduction to the OTC Policy on Formation and Operation of the Area Commissions on Transportation, revised in 2022.

² The OTC charters an ACT by adopting the bylaws that were developed by the ACT (after review and approval by ODOT). No other action is required. Refer to OTC Policy on Formation and Operation of the ACTs, Section III (Authority).

³ This history of the ACTs is included in the 2021 OTC *Reset* document.

Map showing the boundaries of the 12 ACTs



LaneACT Member Reference Manual

Topic 2.E

Policy on Formation and Operation of ACTs

The OTC adopted the *Policy on Formation and Operation of Area Commissions on Transportation* in 2003. (This document is also referred to in this manual as the *OTC ACT policy* or simply the *OTC policy*.)

The document explains the purpose of the ACTs and establishes specific requirements. This includes instructions for the ACTs to follow in establishing their membership and developing bylaws to govern their operation.

ODOT, on behalf of the OTC, reviewed and approved the bylaws that each ACT originally developed when they were established. Minor amendments and major revisions must also be reviewed and approved by ODOT.

The OTC policy requires that each ACT prepare a new work plan every two years and submit it to ODOT for review. The format of the work plan must be consistent with the template provided by ODOT and include the priorities established by the OTC and ODOT for the upcoming two-year period. The work plan may also include other topics of interest to the LaneACT.

The original OTC policy described the role of the ACTs in selecting projects for funding. The updated policy, adopted by the OTC in 2022, removed this language. This reflected changes that occurred over the years that diminished the role of the ACTs.

Specifically, there was less discretionary funding for the *Enhance* program. These were the funds ACTs had some influence over. There were also more restrictions put in place by the Legislature to guide how funds are to be spent. The OTC also established more specific criteria for selecting projects.

The OTC policy was also updated to reflect new direction provided in the *ODOT Strategic Action Plan*.

The updated version of the OTC policy is not included in this manual. It is a 20-page document. It is available on the ODOT ACT webpage to view and download. [[link](#)] Refer to the Policy and History section.

ODOT and the OTC are currently updating this document again. The new version will be finalized sometime in 2025.

LaneACT Member Reference Manual

Topic 2.F

OTC ACT *Reset and Refocus* initiative

In 2020, in response to concerns expressed by some ACTs that they no longer had a clear purpose, ODOT and the Oregon Transportation Commission (OTC) initiated an effort to redefine the role of the ACTs. It was initially referred to as the *ACT Reset*. The final recommendations, completed in 2021, were referred to as the *ACT Refocus*.

The primary objective was to find ways for the ACTs remain relevant, and to keep the ACT members engaged. A secondary objective, not as clearly stated, was to establish expectations for the ACTs, to ensure the ACTs were aligned with the direction of the OTC and ODOT.

A summary of this initiative is available to view and download from the LaneACT webpage. [[link](#)] Refer to the Other Documents section. The summary includes, in the appendices, the actual Reset and Refocus documents.

LaneACT Member Reference Manual

Section 3

Lane Area Commission on Transportation

This section of the manual includes various documents that explain the history and operation of the LaneACT.

Contents

- A. LaneACT formation process
- B. Senate Bill 944
- C. LaneACT Bylaws (12 pages)
- D. Supplemental policies and procedures
- E. Work plan
- F. Code of conduct

LaneACT Member Reference Manual

Topic 3.A

LaneACT formation process

The LaneACT was the second to last ACT to be established, in 2010. The first ACT was formed in 1996.

Prior to 2020, Lane County took the lead in coordinating the discussion of regional planning issues. This was a logical arrangement because there is only one county within this ODOT planning area (Region 2, Area 5). All the other planning areas, which established the boundaries for the ACTs, included more than one county.

Over time, this arrangement became less satisfactory. There was some tension between rural and urban jurisdictions. Eventually the Legislature intervened. They enacted Senate Bill 944 in 2009 requiring Lane County, in consultation with other jurisdictions and special interest groups in the county, to establish an area commission for Lane County by September 30, 2010. A copy of SB 944 (2 pages) is included in this section of the manual (Topic 3.B).

The following is a summary of the process that eventually led to the formation of the Lane Area Commission on Transportation, which is also known as the LaneACT (one word).

September 23, 2009 – The Board of County Commissioners (BOCC) adopted a Process for Forming an ACT for Lane County, consisting of three phases:

1. Identify stakeholders and solicit perspectives.
2. Create a forum ("Pre-ACT") to develop a proposed charter for the ACT.
3. Approve the ACT charter and convene the ACT.

October 20, 2009 – The BOCC hired independent consultant Rob Zako as the project manager to work with Lane County and ODOT staff to assist in the formation of an ACT for Lane County.

December 15, 2009 – The BOCC created the *Forum on an Area Commission on Transportation for Lane County* (FACT-LC) to develop a proposed charter for an ACT by April 30, 2010. The FACT-LC met four times in early 2010: January 13, February 10, March 10 and April 14. At its final meeting on April 14, the FACT-

LC reached consensus on proposed bylaws for an ACT. They were included in the preliminary report the provided to the BOCC.

April 27, 2010 – The BOCC reviewed the preliminary report, raised some concerns, and extended the deadline for the final report to May 31, 2010, to allow time for other jurisdictions to review the proposed bylaws. On May 31, 2010, the FACT-LC completed its final report, which included some minor amendments to the bylaws.

June 23, 2010 – At a public hearing and meeting on June 23, 2010, the BOCC received the final report from the FACT-LC, took public comments, and discussed the proposal with members of the Oregon Transportation Commission and others.

August 18, 2010 – The BOCC adopted a proposal to submit to the Oregon Transportation Commission for their approval. At a joint meeting on September 22, 2010, the Oregon Transportation Commission and the BOCC discussed the proposal and agreed it needed more work.

October 27, 2010 – After discussions on September 29, 2010 and October 6, 2010, at a meeting on October 27, 2010, the BOCC adopted a revised proposal to submit to the Oregon Transportation Commission for their approval.

November 9, 2010 – The OTC approved the LaneACT Bylaws on November 9, 2010. The OTC charters an ACT by adopting the bylaws that were developed by the ACT (after review and approval by ODOT). No other action is required. Refer to OTC Policy on Formation and Operation of the ACTs, Section III (Authority).

75th OREGON LEGISLATIVE ASSEMBLY--2009 Regular Session

Enrolled Senate Bill 944

Sponsored by Senator PROZANSKI, Representative HOLVEY

CHAPTER

AN ACT

Relating to Lane County Area Commission on Transportation.

Be It Enacted by the People of the State of Oregon:

SECTION 1. (1) The governing body of Lane County, in consultation with other elected local officials and with transportation stakeholders in Lane County, shall develop, not later than September 30, 2010, a proposed charter for the formation of an area commission on transportation for Lane County.

(2) The proposed charter must comply with the policy guidelines established in the Policy on Formation and Operation of Area Commissions on Transportation as approved by the Oregon Transportation Commission on June 18, 2003, and must include:

(a) A description of the criteria that the area commission on transportation will use in prioritizing project selection and a statement of expectations regarding feedback from the Oregon Transportation Commission to the area commission on transportation when the Oregon Transportation Commission receives the area commission's priorities.

(b) A description of the conflict resolution process the area commission will use to produce equitable outcomes, including the prioritization of spending on urban and rural projects, and a process for tracking and maintaining records of resolutions and outcomes.

(c) A plan for regular and consistent communication and coordination among the adjacent area commissions and with metropolitan planning organizations.

(d) A plan for public involvement with the area commission.

(3) The Department of Transportation, acting through one or more representatives selected by the Director of Transportation, shall provide staff support to the governing body of Lane County for developing and submitting the proposed charter in a manner consistent with this section and the guidelines established in the Policy on Formation and Operation of Area Commissions on Transportation.

(4) The governing body of Lane County shall submit the proposed charter to the Oregon Transportation Commission for deliberation and action. If the proposed charter establishes a process for establishing membership, terms of office and voting procedures that are all consistent with the policy guidelines established in the Policy on Formation and Operation of Area Commissions on Transportation as approved by the Oregon Transportation Commission, the Oregon Transportation Commission may not reject the proposed charter based on the composition of its membership.

(5) Not later than October 31, 2010, the Oregon Transportation Commission shall schedule a meeting with the governing body of Lane County, other elected local officials and transportation stakeholders to discuss the proposed charter.

(6) Not later than October 31, 2010, the governing body of Lane County shall report to the appropriate interim committees of the Legislative Assembly on:

(a) The steps taken toward the formation of an area commission on transportation for Lane County; and

(b) The initial membership of the area commission on transportation, if the charter has been approved by the Oregon Transportation Commission, or a plan, including remaining steps and a timeline, for obtaining approval of the area commission on transportation for Lane County.

Passed by Senate May 4, 2009

Received by Governor:

Repassed by Senate June 11, 2009

.....M.,....., 2009

Approved:

.....
Secretary of Senate

.....M.,....., 2009

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President of Senate

.....
Governor

Passed by House June 9, 2009

Filed in Office of Secretary of State:

.....M.,....., 2009

.....
Speaker of House

.....
Secretary of State

LaneACT Member Reference Manual

Topic 3.C

LaneACT Bylaws

A complete version of the current LaneACT Bylaws (bylaws) is included in this section of the manual. It is an 11-page document. It is also available to view and download from the LaneACT webpage. [[link](#)] Refer to the Operating Documents section.

The LaneACT has revised the bylaws several times over the years. The following is summary of the revisions.

November 9, 2010

The original version of the bylaws was approved by the OTC on November 9, 2010. After the bylaws were adopted the LaneACT adopted other supplemental policies and procedures, as separate documents, to provide additional guidance on various topics. These supplemental policies are described later in this section of the manual (Topic 3.D).

July 9, 2014

The bylaws were revised for the first time in 2014. The following changes were made:

- Revise the procedure for appointing members to clarify that the Highway 126 East representative is appointed by the LaneACT.
- Remove the LCOG (Central Lane MPO) Citizen Advisory Committee from the list of members.
- Revise the total number of voting members to reflect the removal of the Citizen Advisory Committee.
- Remove reference to the initial stakeholder member appointments.
- Include a reference to Robert's Rules of Order, indicating that Robert's Rules apply if a procedure is not defined in the bylaws.
- Include a glossary of terms and definitions.

The LaneACT considered, but did not adopt, the following changes:

- Allow alternates for Designated Stakeholders and Other Stakeholders. (The LaneACT later decided, in 2018, to allow alternates for Stakeholders.)

- Elevate the status of certain Other Stakeholders to Designated Stakeholders.
- Revise (lower) the 80% supermajority requirement, in the event a consensus cannot be reached.
- Extend the terms of officers from one to two years.
- Revise (lower) the quorum requirement from 2/3 (to 3/5 or 1/2).
- Revise the membership of the Steering Committee to include other members (without being formally elected).

January 10, 2018

The LaneACT revised the bylaws to allow both Designated Stakeholders and Other Stakeholders to designate alternates. The reference to the Lane County Transportation Advisory Committee, in the list of members, was revised to correct an error in the name.

June 12, 2019

The LaneACT revised the bylaws to no longer include vacant positions in the quorum calculations. Specifically, Section 4.B, Vacancies section, was revised to indicate that vacant positions do not count when determining the total number of voting members, number of members required for a quorum, or the number of votes needed to make a decision.

August 12, 2020

The LaneACT established a process for providing letters of endorsement to grant applicants within an expedited timeframe. This required including new text in Section 5.C of the bylaws authorizing the formation of a Letters of Endorsement Committee. A new supplemental (standalone) policy document was also created.

A complete version of the current bylaws is included in this manual, beginning on the following page. It is an 11-page document.

Bylaws

Revised August 12, 2020 (reformatted August 2024)

Table of Contents (page number) [link]

- 1. PURPOSE** (2) [[go to](#)]
- 2. MISSION** (2) [[go to](#)]
- 3. AUTHORITY** (2) [[go to](#)]
- 4. ORGANIZATION** (3) [[go to](#)]
 - A. Legislative Intent** (3) [[go to](#)]
 - B. Voting Members** (3) [[go to](#)]
 1. Lane County and Cities
 2. Confederated Tribes, Port of Siuslaw and Lane Transit District
 3. ODOT
 4. Central Lane MPO
 5. Transportation Advisory Committees
 6. Highway 126 East
 7. Designated Stakeholders
 - a. Trucking
 - b. Rail
 - c. Bicyclists and Pedestrians
 - d. Environmental Land Use
 8. Other Stakeholders

Alternates

Balance Terms

Repeated Absences
 - C. Non-Voting Members** (5) [[go to](#)]
 - D. Staffing and Financial Support** (5) [[go to](#)]
- 5. OPERATION** (6) [[go to](#)]
 - A. Decision-Making** (6) [[go to](#)]

Quorum

Consensus

Supermajority Vote

Robert's Rules of Order

Basis for Making Decisions
 - B. Officers** (7) [[go to](#)]

Chair and Vice Chair

Ambassador(s) Terms
 - C. Committees** (7) [[go to](#)]
 - D. Work Plan and Report** (8) [[go to](#)]
 - E. Meetings** (8) [[go to](#)]
 - F. Public Involvement** (8) [[go to](#)]
- 6. COORDINATION** (9) [[go to](#)]
- 7. AMENDMENTS** (9) [[go to](#)]
- 8. GLOSSARY** (9) [[go to](#)]

Recognizing the importance of transportation to the long-term livability of the area and the desirability of speaking with one voice on major transportation issues, and in fulfillment of the requirements of Senate Bill 944 (Section 1, Chapter 509, Oregon Laws 2009), the Lane County Board of Commissioners submitted, and on November 9, 2010, the Oregon Transportation Commission (OTC) approved, these bylaws. (Subsequently revised.)

1. PURPOSE

Lane Area Commission on Transportation (LaneACT) is an advisory body established to provide a forum for stakeholders to collaborate on transportation issues affecting Oregon Department of Transportation (ODOT) Region 2, Area 5 ("Area") and to strengthen state/local partnerships in transportation.

2. MISSION

The mission of LaneACT is to:

1. Provide a local forum for sharing information, understanding, coordinating, and gaining consensus around transportation plans, policies, projects and funding.
2. Engage key stakeholders and the general public with a process consistent with state and federal laws, regulations and policies.
3. As applicable, consider all modes and aspects of the transportation system, including air, marine, rail (freight and passenger), road, transit, bicycle, pedestrian, and pipelines.
4. Review and monitor the condition of the Area's transportation system, using appropriate benchmarks.
5. Recommend short- and long-term transportation investment priorities based on state and local plans and addressing identified needs of the Area's transportation system while balancing local, regional and statewide perspectives.
6. Communicate and coordinate regional recommendations, priorities and activities, and collaborate with other organizations and interests, including as applicable the Central Lane Metropolitan Planning Organization (CLMPO), other ACTs, the OTC, ODOT advisory committees, the Regional Solutions Team, regional partnerships and investment boards, state legislators, Oregon's congressional delegation, and other agencies and stakeholders.

3. AUTHORITY

LaneACT is an advisory body chartered under authority of the OTC. ORS 184.610 to 184.666 gives the OTC the authority to establish policies for the operation of ODOT and for the administration of programs related to transportation. The OTC may charter an ACT when it demonstrates, and as long as it maintains, a structure consistent with the requirements of the *Policy on Formation and Operations of ACTs*. 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.

LaneACT is a voluntary association of government and non-government transportation stakeholders and has no legal regulatory, policy or administrative authority. LaneACT processes 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, LaneACT meets the definition of a “Governing Body” and falls under the requirements of the Public Meetings Law, ORS 192.610 to 192.690. LaneACT members shall comply with the requirements of Oregon Government Standards and Practices laws concerning conflict of interest.

4. ORGANIZATION

A. Legislative Intent

The 16 voting members representing Lane County, cities, the Confederated Tribes, the Port of Siuslaw and LTD are “elected officials,” as that term is used in the OTC’s Policy on Formation and Operation of ACTs. The 12–14 voting members representing ODOT, CLMPO, transportation advisory committees, Highway 126 East, and Designated and Other Stakeholders are not “elected officials.” Thus at least 50% of the voting members of LaneACT are “elected officials.”

B. Voting Members

Following all appointments, LaneACT will comprise between 28 and 30 voting members, determined as follows:

1. **Lane County and Cities** – The governing bodies of Lane County and the incorporated cities within the Area (Coburg, Cottage Grove, Creswell, Dunes City, Eugene, Florence, Junction City, Lowell, Oakridge, Springfield, Veneta and Westfir) are each invited to designate a primary representative and an alternate representative to LaneACT. A primary representative shall be an *elected official* but an alternate need not be. In order to facilitate better coordination between LaneACT and CLMPO, each city that is part of CLMPO is encouraged to appoint a primary representative that is also a member of the CLMPO policy board. (13 members)
2. **Confederated Tribes, Port of Siuslaw and Lane Transit District** – The governing bodies of the Confederated Tribes of the Coos, Lower Umpqua & Siuslaw Indians (“Confederated Tribes”); the Port of Siuslaw; and Lane Transit District (LTD) are each invited to designate a primary representative and an alternate representative to LaneACT. A primary representative shall be an *appointed or elected official* but an alternate need not be. (3 members)
3. **ODOT** – The ODOT Lane County Area Manager is a voting member of LaneACT and shall designate an alternate. (1 member)
4. **Central Lane MPO** – Central Lane MPO is invited to designate a primary representative and an alternate representative to LaneACT. Such representatives need not be *elected officials* but should be well versed in federal MPO requirements. (1 member)

5. **Transportation Advisory Committees** – The Lane County Transportation Advisory Committee (TrAC), with the approval of the CLMPO, is invited to designate a primary representative and an alternate representative to LaneACT. (1 member)
6. **Highway 126 East** – Following public advertisement, LaneACT shall appoint a primary representative and an alternate representative for the Highway 126 East corridor east of Springfield. Representatives must live east of the City of Springfield Urban Growth Boundary and west of the Linn County line; with consideration given to those with direct parcel access or dependence on Highway 126 East. (1 member)
7. **Designated Stakeholders** – Following public advertisement, LaneACT shall appoint four Designated Stakeholder members to represent each of the following designated interests:
 - a. Trucking
 - b. Rail
 - c. Bicyclists and Pedestrians
 - d. Environmental Land Use

Designated Stakeholder members must reside in the Area or represent a business or organization that operates in the Area. (4 members)

8. **Other Stakeholders** – Following public advertisement, LaneACT shall appoint between four and six Other Stakeholder members to represent other interests. The Other Stakeholder members should be selected, to the greatest extent possible, to represent a diversity of interests, which may include, but is not limited to, airports, public transit (bus & rail) riders, business, tourism, public safety, public health, schools, neighborhoods, senior citizens, special transportation needs, minorities, environment, parts of Lane County not otherwise well represented on LaneACT, and other interests. Other Stakeholder members must reside in the Area or represent a business or organization that operates in the Area. (4–6 members)

Alternates – In order to ensure good representation, when a primary member is unable to attend a meeting, the member should contact the member's alternate to serve in the member's place. An alternate member may attend and participate in any meeting but may vote only when the primary member is absent. In rare cases when both primary and alternate members are unable to attend a meeting, someone else may vote by written authority from the member jurisdiction/entity. At its discretion, LaneACT may appoint an alternate member for each Designated or Other Stakeholder primary member, or may authorize an organization with which the primary member is affiliated to designate an alternate member.

Balance – The eight categories of voting members are designed as a whole to provide an extensive diversity of interests and representation. In the event there is overlap of membership between these categories, it is the responsibility of the member to reveal conflict of interest, so that any entity or interest is unable to exercise an undue voice in relation to others. In particular, a Highway 126 East, or Designated or Other Stakeholder member may not be someone who could be a voting member representing one of the

other jurisdictions/entities, i.e., Lane County, a city, the Confederated Tribes, the Port of Siuslaw, LTD, ODOT, CLMPO, or LCRAC. Moreover, the Designated and Other Stakeholder members shall be appointed to balance out other members of LaneACT and provide a greater diversity of interests and geographic areas.

Terms – Designated and Other Stakeholder members will serve staggered four-year terms and may be reappointed by LaneACT. Some Designated and Other Stakeholder members may be appointed to partial terms expiring in less than four years. All other voting members may be designated or replaced at any time by their represented jurisdictions/entities.

Vacancies – All voting members of LaneACT are expected to participate in all meetings, or to send an alternate if applicable. If a voting member has an expired term; gives notice of resignation; or fails to participate or to send an alternate (as applicable) for three (3) consecutive meetings, the member's position is deemed vacant. Vacant positions shall be refilled by the relevant process outlined in Lane ACT's policies, procedures, and protocols.

Vacant positions shall not count when determining the total number of voting members, number of members required for a quorum, or the number of votes needed to make a decision. The responsible jurisdiction/entity may replace its own repeatedly absent voting member, even if the member's term has not yet expired. LaneACT may replace a repeatedly absent Designated or Other Stakeholder member.

C. Non-Voting Members

The following officials are invited to be non-voting, *ex officio* members of LaneACT or participate in any LaneACT meetings:

- ODOT Area Managers for Areas adjacent to Lane County;
- Oregon Transportation Commissioners;
- The member of the Regional Solutions Team responsible for Lane County;
- State legislators representing parts of Lane County; and
- Members of Congress representing parts of Lane County.

Space and time permitting, staff to jurisdictions or entities that are members of LaneACT are invited to participate in discussions as non-voting members.

LaneACT may invite other non-voting members to represent relevant areas of interest or expertise and to participate in discussions, on either an *ad hoc* or ongoing basis.

D. Staffing and Financial Support

ODOT will arrange staff support for LaneACT, with funding provided by ODOT. Specific responsibilities shall be determined by mutual agreement between the LaneACT Chair and ODOT.

5. OPERATION

A. Decision-Making

Quorum – All voting members of LaneACT are expected to participate in all meetings, or to send an alternate if applicable. A quorum for decision-making purposes will be two-thirds (2/3) of the voting membership. A quorum may include teleconferencing of members, if feasible. LaneACT may consider purely informational items with less than a quorum present.

Note: For example, if the total number of voting members were 30, then a quorum of 20 would be needed to make decisions.

Consensus – LaneACT will use a consensus decision-making process and will foster mutual respect and a collaborative approach to problem solving. Members will seek to advance broad interests and look for win-win solutions. Consensus means that *all* voting members present can live with the decision. Members are encouraged to voice and have recorded all views. Once a consensus decision has been reached, all members agree to support that decision.

Supermajority Vote – In rare cases where consensus cannot be reached, decisions will be made by an 80% supermajority of the voting members present. A simple majority of voting members present may call for the end of discussion and a supermajority vote.

Note: For example, if the number of voting members present was 20, then those 20 voting members could make a decision by consensus. Alternatively, a supermajority of 16 or more voting members could make a decision.

Robert's Rules of Order – Robert's Rules of Order shall cover issues not otherwise stated in the Bylaws.

Basis for Making Decisions – LaneACT shall function as an advisory body to the OTC, which has final decision authority. LaneACT deliberation processes and resulting recommendations shall comply with relevant laws, regulations and policies. Recommendations shall be based on local, state, and federal adopted transportation plans, policies and procedures including, but not limited to:

- Oregon Transportation Plan and supporting mode plans (e.g., Oregon Highway Plan and Oregon Public Transportation Plan);
- Oregon Public Meetings Law, ORS 192.610 to 192.690 (see State of Oregon, Department of Justice, *Attorney General's Public Records and Meetings Manual*);
- State corridor and facility plans;
- Transportation Planning Rule, OAR 660-012;
- Transportation system plans;
- MPO regional transportation plans;
- Federal transportation planning regulations;

- Local government plans, regulations, and ordinances;
- Project selection criteria and prioritization factors approved by the OTC, including Oregon Transportation Management System data;
- State Agency Coordination Program, OAR 731-015;
- Additional criteria established by the OTC; and
- Oregon Government Standards and Practices, ORS Chapter 244 (see *Oregon Government Standards and Practices Laws, a Guide for Public Officials*, by the Oregon Government Standards and Practices Commission).

LaneACT may use additional criteria to select and rank projects provided the criteria do not conflict with any criteria established by the OTC. If LaneACT chooses to use additional criteria, they must inform those developing project proposals about the criteria. LaneACT shall apply regional and statewide perspectives to their considerations, refining recommendations after consultation with any affected MPO.

Recommendations to the OTC shall be documented and forwarded to the OTC with the factors used to develop the recommendation, including any additional criteria used by LaneACT in forming its recommendation. Documentation developed by a member whose recommendations were not incorporated into the final LaneACT recommendations will be forwarded to the OTC with other materials documenting LaneACT recommendations.

Recommendations to the OTC will be made in accordance with the approved STIP Development Timeline.

B. Officers

Chair and Vice Chair – A Chair and Vice Chair shall be elected by the voting members. The Chair shall preside at all meetings attended, sign documents and correspondence, orient new members, approve agendas, represent LaneACT in other venues and serve as LaneACT's official spokesperson. The Vice Chair shall serve as the Chair's primary alternate and shall preside at LaneACT meetings in the Chair's absence and assist the Chair in new member orientations as needed.

Ambassador(s) – Optionally, LaneACT may elect one or more Ambassadors to represent it, in place of the Chair or Vice Chair, when coordinating with the OTC, other ACTs and other entities.

Terms – Officers shall serve one-year terms starting at the first meeting of the calendar year. Officers may be elected to more than one term of office. Elections shall be decided as described in Section V.A, Decision-Making.

C. Committees

LaneACT may establish a Steering Committee. The Steering Committee shall consist of the Chair, Vice Chair, the ODOT Area 5 Manager and up to five other primary voting members of LaneACT elected by the voting members of LaneACT. Duties of the Steering Committee include development of meeting agendas, development and monitoring of a Work Plan,

and mentoring of new members.

LaneACT may form other standing or *ad hoc* committees as needed, for example, a Technical Advisory Committee. Committees may develop options and make recommendations, but policy decisions must be made by the voting members of LaneACT.

Letters of Endorsement Committee

The ad hoc Letters of Endorsement Committee is an exception to this limitation, and may make decisions, in order to provide an expedited letter of endorsement process for grant applications when circumstances prevent the full body of LaneACT voting members from making a decision within the required timeline.

The Letters of Endorsement Committee shall consist of the Chair, Vice-Chair, the ODOT Area 5 Manager and up to five (5) voting members of LaneACT elected by the voting members of LaneACT to one-year terms. Members of the committee may be appointed as needed. There are no alternates for members of the committee.

To operate, the committee requires a quorum of at least three members or more than half of the number of current members, whichever is greater. Like the full LaneACT, the committee will use a consensus decision-making process.

D. Work Plan and Report

LaneACT shall develop and adopt a Work Plan. The Work Plan can be amended at any time.

Accomplishments, based on the Work Plan and other achievements, shall be reviewed at least once every two years and a Report prepared. The Report shall review how well LaneACT is functioning, including staffing, public participation, and coordination with other entities. The Report shall be provided to the OTC.

E. Meetings

LaneACT will hold monthly meetings at a regularly scheduled time, unless it determines there is no need to meet.

All meetings will be held within the geographic boundaries of LaneACT. Meetings can sometimes be held at different locations in the Area in order to experience transportation issues first-hand. Meeting field trips may be made a part of the regular meeting to allow greater community input on local issues and priorities.

When urgent business must be conducted, the Chair may call a special meeting with 72-hour advanced notice.

F. Public Involvement

LaneACT will develop a Public Participation Plan. At least once every two years as part of its regular Report, LaneACT shall review the effectiveness of its public participation efforts.

In order to fulfill its advisory role in prioritizing transportation problems and solutions and recommending projects, LaneACT will involve the public and stakeholders in its decision-making process, as prescribed in its public involvement plan. As LaneACT considers local, regional and statewide transportation issues, it will provide public information and involve the public in its deliberations. To comply with federal environmental justice requirements, the public involvement process will include a strategy for engaging minority and low-income populations in transportation decision-making.

LaneACT will look for opportunities to engage representatives of key interests as voting members, non-voting members, or invited guests, as appropriate.

6. COORDINATION

LaneACT will communicate and coordinate with others that may have transportation related knowledge or interest in the Area. Working with a broad representation of stakeholder groups will help provide a balance between local/regional priorities and statewide priorities.

LaneACT will jointly develop Coordination Protocols with CLMPO.

LaneACT will provide regular notice to nearby ACTs, and look for opportunities to coordinate. LaneACT supports a joint annual meeting of all ACTs within ODOT Region 2.

As part of its regular Report, LaneACT shall review how it coordinates with other bodies and interests.

7. AMENDMENTS

LaneACT defines its manner of conducting business through agreed upon Bylaws. Recommendations to repeal, amend, add to or replace these Bylaws may be made by consensus – or by an 80% supermajority – of all voting members present. Such changes shall be presented at one LaneACT meeting and acted upon at the subsequent meeting. All amendments shall be reported to the OTC. Administrative amendments shall take effect immediately; other amendments shall take effect upon approval by the OTC.

8. GLOSSARY

Central Lane Metropolitan Planning Organization (CLMPO) – Lane Council of Governments (LCOG) is the Metropolitan Planning Organization (MPO) for the central Lane County area that includes the Eugene-Springfield metropolitan area and Coburg. The MPO is the lead agency for regional transportation planning in the Central Lane County area. The MPO works collaboratively with local governments and transit providers to set priorities for transportation needs.

Consensus – A general agreement about a decision that is shared by all voting members of the group.

Lane Area Commission on Transportation (LaneACT) – The Lane Area Commission on Transportation (LaneACT) is an advisory body chartered by the Oregon transportation Commission. The LaneACT addresses all aspects of transportation (surface, marine, air, and transportation safety) with priority focus on the state transportation system.

Lane County Board of Commissioners – The Board of County Commissioners legislates and administers County government within the limits of its authority granted in the Lane County Home Rule Charter. The charter grants legislative and administrative power to the full-time, paid five-person board.

Oregon Administrative Rules (OAR) – An Oregon Administrative Rule (OAR) is any agency directive, standard, regulation or statement of general applicability that implements, interprets or prescribes law or policy, or described the procedure or practice requirements of any agency.

Oregon Department of Transportation (ODOT) Region 2 – The Oregon Department of Transportation (ODOT) Region 2 comprises Lane, Linn, Benton, Lincoln, Polk, Marion, Yamhill, Tillamook, Clatsop, Columbia and western Washington counties. The Region support's ODOT's mission to provide a safe, efficient transportation system that supports economic opportunity and livable communities for Oregonians.

Oregon Government Standards and Practices (ORS Chapter 244) – Oregon Government Standards and Practices (ORS 244) requires financial disclosure by officials and creates a process for dealing with conflict of interest in local decision-making processes.

Oregon Public Meetings Law (ORS 192.610 to 192.690) – The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly. These provisions are intended to ensure, among other things, that the meetings of governing bodies, at which decisions about the public's business are made or discussed, are open to the public, ORS 192.630(1), (2); that the public has notice of the time and place of meetings, ORS 192.640; and that the meetings are accessible to persons wishing to attend, ORS 192.630(4), (5).

Oregon Revises Statutes (ORS) – Oregon Revised Statutes (ORS) are the codified laws of the State of Oregon. The ORS is published every two years. Each edition incorporates all laws, and changes to laws, enacted by the Legislative Assembly.

Oregon Transportation Commission (OTC) – The Oregon Transportation Commission (OTC) establishes state transportation policy. The commission also guides the planning, development and management of a statewide integrated transportation network that provides efficient access, is safe, and enhances Oregon's economy and livability.

Oregon Transportation Plan (OTP) – The Oregon Transportation Plan (OTP) is a 25-year transportation plan that comprehensively assesses state, regional and local and both

public and private transportation facilities and services.

Membership overlap – The eight categories of membership are designed to provide diversity of interests and representation. It is not unusual for the LaneACT body to make recommendations that may benefit a jurisdiction/entity, in which a member represents. LaneACT members are required to not vote and to not take actions that would result in financial gain. The Oregon Government Standards and Practices laws are not designed to prevent such situations from occurring, but rather the laws require public disclosure of such circumstances.

Quorum – A quorum for decision-making purposes will be two-thirds of the voting membership. This is the number of people that must be present in order for decisions to be made.

State Agency Coordination Program (OAR 731-015) – The State Agency Coordination Program (OAR 731-015) assures that the Department land use programs are carried out in compliance with the statewide planning goals and in a manner compatible with acknowledged comprehensive plans, as required by ORS 197.180 and OAR 660, Divisions 30 and 31.

Supermajority – When consensus cannot be reached, decisions will be made by an 80% supermajority of the voting members present.

Transportation Planning Rule (OAR 660-012) – The division implements the Statewide Planning Goal 12 (Transportation) to provide and encourage a safe, convenient and economic transportation system that is coordinated with local, regional and statewide land use planning.

Vacancy – A position is considered vacant when a member has an expired term, given notice of resignation, or fails to participate or send an alternate (as applicable) for three consecutive meetings.

Topic 3.D

Supplemental policies and procedures

After the bylaws were adopted in 2010, the LaneACT adopted other supplemental policies and procedures, as separate documents, to provide additional guidance on various topics.

These documents are available to view and download from the LaneACT webpage. [[link](#)] Refer to the Operating Documents section. They are not included in this manual, to simplify the document and reduce the number of pages.

Below is a summary of the supplemental documents. Some of them are obsolete. The LaneACT Bylaws Committee is reviewing these documents to determine if they should be incorporated into the bylaws.

LaneACT Foundational Procedures and Policies (2011)

- Establishes ground rules for conducting LaneACT meetings.
- Establishes procedures to allow for public comment at LaneACT meetings, and for conducting public hearings. (The LaneACT does conduct public hearings.)
- Establishes a procedure for electing officers for the first in time in 2011. (This provision is no longer relevant.)
- Establishes a regular procedure for electing officers. (The procedure is not very detailed. The bylaws provide little additional detail. Robert's Rules provide additional guidance.)

Endorsement letters (2011, 2020)

- Establishes a procedure for providing letters of endorsement for local governments and others applying for state and federal grants.
- In 2020, a special process was established for providing letters within an expedited timeframe.

(continued)

Steering Committee Appointment and Terms (2012)

- Clarifies that other members of the LaneACT may be elected to serve as formal members of the Steering Committee any time during the year, not necessarily at the same time officers are elected.
- The bylaws describe the following duties of the Steering Committee: developing meeting agendas, developing a work plan, and mentoring new members. This supplemental document clarifies that the Steering Committee may address other tasks as requested by the LaneACT.
- Clarifies that decisions made by the Steering Committee are to be made by consensus, including the opinions of LaneACT members who attend Steering Committee meetings, even though they are not formal members.
- The Bylaws Committee is reviewing the rules that govern the membership, duties, and operation of the Steering Committee.

LaneACT – Central Lane MPO Coordination (2012)

- Establishes a procedure for coordinating with CLMPO when the LaneACT is involved in recommending projects to be included in the Statewide Transportation Improvement Program (STIP).
- The Bylaws Committee is reviewing this policy and procedure to determine if it still applies now that the ACTs are no longer involved in formally recommending projects to be included in the STIP.

Public Participation Plan (2013)

- Describes the requirements for conducting LaneACT meetings. The information included is based on the guidance provided in the *OTC Policy on Formation and Operation of ACTs*. (This is the most substantive section of the document.)
- Refers to public hearings the LaneACT may conduct. (The LaneACT does not conduct public hearings. The LaneACT does allow for public comment at the beginning of each meeting.)
- States that the primary function of an ACT is to provide for stakeholder and citizen input on the STIP. (This language is obsolete. The ACTs are no longer involved in formally recommending projects to be included in the STIP.)

(continued)

- Suggests the LaneACT is responsible for informing the public about transportation issues. (The LaneACT is not required to engage with or provide outreach to the public. The LaneACT has never hosted a workshop or open house. All LaneACT meetings are open to the public.)
- Identifies a strategy for recruiting stakeholders.
- The Bylaws Committee is reviewing the Public Participation Plan to determine what portions of it are still relevant and whether they should be incorporated into the bylaws.

LaneACT Member Reference Manual

Topic 3.E

Work plan

The OTC requires the ACTs to develop work plans and update them every two years. The current LaneACT work plan was adopted by the LaneACT in January 2024. It covers the two-year period from January 2024 to December 2025.

After the LaneACT adopted the work plan, they submitted it to ODOT for review and approval. ODOT did not require any changes.

The LaneACT work plan includes specific topics and activities identified by the OTC and ODOT that all the ACTs are required to include in their work plans for the two-year planning period.

The work plan also includes additional topics identified by the LaneACT. Consistent with the direction provided by the OTC and ODOT, these topics are transportation related and are limited to subjects and activities the LaneACT has an ability to influence.

The current LaneACT work plan is available to view and download from the LaneACT webpage. [[link](#)] Refer to the Operating Documents section.

LaneACT Member Reference Manual

Topic 3.F

Code of conduct

LaneACT *Foundational Procedures and Policies* document (2011) establishes basic ground rules for conducting LaneACT meetings. (Refer to Topic 3.D.)

The ODOT ACT *Reset and Refocus* initiative (2021) suggested that all ACTs establish a formal code of conduct to provide guidance for ACT members. (Refer to Topic 2.F.)

In 2023, ODOT staff developed a template for the ACTs to use in developing their codes of conduct. It is available on the ODOT ACT webpage to view and download. [[link](#)] Refer to the Policy and History section.

Currently, ODOT encourages but does not require the ACTs to adopt a code of conduct. This may be a requirement in the future. ODOT and the OTC are currently updating the OTC *Policy on Formation and Operation of the ACTs*. (Refer to Topic 2.E.) They are also updating the code of conduct template.

The current LaneACT work plan calls for the LaneACT to adopt a code of conduct. (Refer to Topic 3.E)

LaneACT Member Reference Manual

Section 4

Other documents

This section of the manual includes additional reference documents that may be useful.

Contents

- A. Statewide Transportation Improvement Program (STIP)
- B. Common terms and acronyms

Topic 4.A

Statewide Transportation Improvement Program

The Statewide Transportation Improvement Program (STIP) is ODOT's capital improvement plan. It includes all state and federally funded projects on both the state highway system and on local roads (if they are funded by state or federal funds).

A new STIP is developed every three years, for a future four-year period. (The first year of the new STIP overlaps with the last year of the previous STIP.)

ODOT is currently operating under the 2024-2027 STIP, which was adopted in 2023. ODOT and the OTC began developing the 2027-2030 STIP in 2023. It will be completed in 2026.

The STIP is amended frequently to accommodate changes in the scope or budget for individual projects.

The ACTs used to be more involved in recommending projects to be included in the STIP. The ACTs still have a role in commenting on the OTC's allocation of funding to broad program areas, which varies for each STIP.

Additional information is available on the ODOT STIP webpage. [[link](#)]

LaneACT Member Reference Manual

Topic 4.B

Glossary of terms and acronyms

Included in this section, on the following pages, is a glossary of transportation-related terms and acronyms the LaneACT members may hear during presentations or see in documents. This list is extensive. The document is 13 pages.

Glossary of terms and acronyms

Terms are listed in the first section of this document. Acronyms are listed in the second section.

Terms

Access Control

The limitation of a property owner's right and use of access either by law or agreement. The control can be a complete restriction of access or a limitation of access to a specific location.

OAR 734-051-0040(1) defines Access Control as "... no right of access exists between a property abutting the highway and the highway. The right of access may have been acquired by the department or eliminated by law."

Access rights may be acquired by a state or local government by purchase, donation, condemnation, or other statutory authority (law)

Access Management

Improves the safety and efficiency of traffic operations while enhancing accessibility to and mobility of the transportation system. Access management measures include managing:

- The location, spacing and type of physical connections to streets, roads and highways from public roads and private driveways.
- Grade-separated interchange areas for safe and efficient operation.
- The type and placement of medians and the location of median openings.

Additional information: <http://www.oregon.gov/ODOT/HWY/ACCESSMGT/>

American Association of State Highway and Transportation Officials (AASHTO)

The American Association of State Highway and Transportation Officials advocates transportation-related policies and provides technical services to support states in their efforts to efficiently and safely move people and goods. This national organization serves transportation groups, state departments of transportation, and Congress by:

- Promoting transportation agendas.
- Testifying and advocating on behalf of highway and transportation agencies.
- Establishing transportation standards.

Additional information: <http://www.transportation.org/>

American Public Works Association (APWA) – The American Public Works Association is an international educational and professional association of public agencies, private sector companies, and individuals dedicated to providing high quality public works goods and services. This organization supports utility companies and local governments that operate utilities.

Additional information: <http://www.apwa.net/>

Americans with Disabilities Act (ADA) of 1990

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities, such as buying an item at the store, going to the movies, enjoying a meal at a local restaurant, exercising at the health club, or having the car serviced at a local garage.

To meet the goals of the ADA, the law established requirements for businesses of all sizes. These requirements went into effect on January 26, 1992. Businesses that serve the public must modify policies and practices that discriminate against people with disabilities; comply with accessible design standards when constructing or altering facilities; remove barriers in existing facilities where readily achievable; and provide auxiliary aids and services when needed to ensure effective communication with people who have hearing, vision, or speech impairments. All businesses, even those that do not serve the public, must comply with accessible design standards when constructing or altering facilities.

Additional information: www.ada.gov and <http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/>

Approach (or approach road)

A public or private roadway, or driveway connection:

- Between the outside edge of the shoulder or curb line and the right of way line of the highway.
- Intended to provide vehicular access to and from said highway and the adjoining property.

Area – Part of an ODOT region, with each region consisting of two or more areas. Area borders are county lines to be consistent with county governments. There are 12 areas.

Area Commission on Transportation (ACT)

Area Commissions on Transportation (ACT) are advisory bodies chartered by the Oregon Transportation Commission (OTC). ACTs address all aspects of transportation (surface, marine, air, and transportation safety) with primary focus on the state transportation system. ACTs consider regional and local transportation issues if they affect the state system. They work with other local organizations dealing with transportation-related issues. ACTs play a key advisory role in the development of the Statewide Transportation Improvement Program, which schedules funded transportation projects. ACTs establish a public process for area project selection priorities for the STIP. Through that process and following adopted project eligibility criteria, they prioritize transportation problems and solutions and recommend projects in their area to be included in the STIP.

Additional information: http://www.oregon.gov/ODOT/COMM/act_main.shtml

Arterial – A class of roads serving major traffic movements (high-speed, high volume) for travel between major points. See Functional Classification.

Average daily traffic (ADT) – The average number of vehicles passing a certain point each day on a highway, road or street.

Bicycle and Pedestrian Program

The objective of the Bicycle and Pedestrian Program is to provide safe, accessible and convenient bicycling and walking facilities and to support and encourage increased levels of bicycling and walking. It is a competitive grant program that provides approximately \$5 million dollars every two years to Oregon cities, counties and ODOT regional and district offices for design and construction of pedestrian and bicycle facilities.

Proposed facilities must be within the public right of way. Grants are awarded by the Oregon Bicycle and Pedestrian Advisory Committee. The process is generally very competitive; about one out of five projects typically get funded.

Additional information: <http://www.oregon.gov/ODOT/HWY/BIKEPED/>

Bridge – A structure spanning and providing passage over a river, chasm road or the like. A structure including supports erected over a depression or an obstruction, such as water, highway, or railway, and having a track or passageway for carrying traffic or other moving loads, and having an opening measured along the center of the roadway of 6 feet or more between undercopings of abutments or spring lines of arches, or extreme ends of openings for multiple boxes; it may also include multiple pipes, where the clear distance between openings is less than half of the smaller contiguous opening.

Additional information: <http://www.oregon.gov/ODOT/HWY/BRIDGE/>

Capacity – Maximum volume of traffic that the roadway section is able to carry on a sustained basis.

Certification Program – The ODOT Certification Program is a local program administered by ODOT's Local Government Section that enables local agencies (e.g. cities and counties) to retain more approval authority and control at the local level when developing FHWA funded, non-National Highway System (NHS) transportation projects.

Additional information: <http://www.oregon.gov/ODOT/HWY/LGS/Certification.shtml>

Civil Rights – Refer to the ODOT webpage: <http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/>

Classifications of Highways – ODOT classification system for state highways. There are four categories: Interstate, Statewide, Regional, District. See Functional Classification.

Additional information: <http://www.oregon.gov/ODOT/TD/TP/orhwyplan.shtml>

Construction Engineering – Inspection, testing and reporting activities performed by ODOT or the project sponsor (or its consultant) during the construction phase of a project, after a contractor has been selected to build a project.

Context Sensitive Design (CSD) – A decision-making process that seeks flexibility in the application of design standards in order to incorporate or respond to surrounding natural or

built site conditions without compromising safety.

Context Sensitive Solutions (CSS) – A collaborative, interdisciplinary approach that involves all stakeholders to develop a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic and environmental resources, while maintaining safety and mobility. CSS is an approach that considers the total context within which a transportation improvement project will exist.

Context Sensitive and Sustainable Solutions (CS3) – The concept of merging the principles of context sensitive design, context sensitive solutions and sustainability to create a framework for decision-making and problem-solving throughout the lifecycle of a project.

Corridor – A designated length of highway and the towns and features in its vicinity.

Crossings (railroad) – Intersections between railroad tracks and a road. Crossings can be either at-grade (at the same level) or grade-separated, where the road uses either a tunnel or a bridge to avoid crossing the railroad tracks.

District – Part of an ODOT region designated for maintenance purposes; however, not all district boundaries correlate to region boundaries. There are 14 districts. Additional information:

http://www.oregon.gov/ODOT/TD/TDATA/gis/odotmaps.shtml#Statewide_Maps

Environmental Assessment (EA) – A report documenting the potential environmental effects of a proposed project. A Finding of No Significant Impact (FONSI) is issued after a Revised EA.

Environmental Impact Statement (EIS) – A report documenting specific environmental impacts of a proposed project. A Record of Decision is issued after a Final Environmental Impact Statement.

Facility Plan – A facility plan may address issues for one transportation mode, such as pipeline, aviation, rail, or bike/ped; or it may address issues for multiple modes, such as, a highway corridor plan, a downtown plan, or Special Transportation Area (STA) management plan that include components for access management, public transit, traffic safety, and/or bike/ped improvements. Facility plans consider specific geographic issues and affect the application of specific Statewide Planning Goals and, therefore, contain land use decisions. The State Agency Coordination Rule (OAR 731-015-0015) defines “*facility plan*” in a similar light, “*a plan for a transportation facility such as a highway corridor or airport master plan.*”

Federal Highway Administration (FHWA) – The federal agency that provides oversight to state departments of transportation and approves statewide transportation improvement programs (STIPs). Additional information at: <http://www.dot.gov/>

Finding of No Significant Impact (FONSI) – A statement certifying that a proposed project has no substantial impact on the natural or social environment.

Functional Classification – Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. Basic to this process is the recognition that individual roads and streets do not serve travel independently in any major way. Rather, most travel involves movement through a network of roads. It becomes necessary then to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network.

Global Positioning System (GPS) – A computer and satellite system that locates the latitude and longitude of a permanent or portable beacon unit.

Grade-separated – Where a tunnel or bridge is used to separate two roadways, or a road and something else, such as railroad tracks.

Highway Safety Improvement Program (HSIP) – A federal program that develops safety improvement projects to reduce the risk, number and severity of crashes on public roads and transportation facilities.

High-Occupancy Vehicle Lanes (HOV-Lanes) – Exclusive road or traffic lane limited to buses, vanpools, carpools, and emergency vehicles. (American Public Transit Association Transit Fact Book APTA1)

Highway – A road, street, parkway, or freeway/expressway that includes rights-of-way, bridges, railroad-highway crossings, tunnels, drainage structures, signs, guardrail, and protective structures in connection with highways. The highway further includes that portion of any interstate or international bridge or tunnel and the approaches thereto (23 U.S.C. 101a). (FHWA2)

Highway Bridge Replacement and Rehabilitation Program (HBRRP) – Established under 23 U.S.C., Section 144, to enable the several states to replace and rehabilitate highway bridges when it is determined that the bridge is unsafe because of structural deficiencies, physical deterioration, or functional obsolescence.

Additional information: http://www.oregon.gov/ODOT/HWY/BRIDGE/local_agency.shtml

Highway Designations – Subcategories that are policy specific and have importance for certain areas and users; such as: Special Transportation Areas, and Urban Business Areas.

Additional information: <http://www.oregon.gov/ODOT/TD/TP/orhwyplan.shtml>

Highway Mobility Standards Policy

Establishes standards for mobility that are reasonable and consistent with the directions of other Highway Plan policies, which:

- Establish higher mobility standards for interstate highways, freight routes and other state

highways than for regional or district highways.

- Establish lower mobility standards for Special Transportation Areas (STAs) and more highly developed urban areas than less developed areas and rural areas.
- Establish the lowest mobility standards for regional and district highways in STAs where traffic congestion will be allowed to reach levels where peak hour traffic flow is highly unstable and traffic queues form on a regular basis.

Intelligent Transportation Systems (ITS)

ITS uses technology to improve the movement of people and goods, with the objective of improving safety and reducing congestion and delays over the existing transportation infrastructure. The five components of ITS are:

- Advanced Public Transportation Systems.
- Advanced Transportation Management Systems.
- Advanced Traveler Information Systems.
- Advanced Vehicle Control Systems.
- Commercial Vehicle Operations.

Additional information: <http://www.oregon.gov/ODOT/HWY/ITS/>

Interchange – A system of interconnecting roadways and structures in conjunction with one or more grade separations that provides for the movement of traffic between two or more roadways on different levels.

Inter-governmental Agreement (IGA) – An agreement between two or more governments designating financial and labor obligations for a project.

Intermodal – A facility, system or plan that connects two or more modes of transportation.

Intermodal Facilities – Facilities that allow passenger or freight connections between modes of transportation. Examples include airports, bus stations, ports, rail station, intermodal yards.

Intersection – The area where two or more roadways join or cross at the same elevation.

Lane miles – The product of distance (in miles) times the number of lanes for motorized vehicles.

Let (for bidding) – The process of soliciting interest from contractors to bid on construction projects. Includes: (1) Release and advertise a project for bidding by contractors. (2) Receive bids. (3) Select a successful bidder. (4) Award the contract.

Management Systems – Computer programs that organize and prioritize information about transportation facilities such as roads, bridges and intersections so that staff may objectively know which facilities are in the greatest need of repair. Includes: (1) Maintenance Management System. (2) Bridge Management System. (3) Pavement Management System. (4) Congestion Management System.

<https://www.oregon.gov/odot/data/pages/index.aspx>

Metropolitan planning organization (MPO) – A planning body in an urbanized area of over 50,000 that has responsibility for developing transportation plans for that area. The following metropolitan areas have designated MPOs: Albany, Corvallis, Area, Bend, Eugene-Springfield, Portland, Medford, Salem-Keizer.

Mitigate – To incorporate planned features that compensate for impacts created by road construction. Examples include:

- The creation of new wetlands.
- Enhancement of existing wetlands to compensate for destruction of the existing wetlands.
- Mitigation also can relate to safety and efficiency of the highway, such as:
- Making a driveway or road connection safer while simultaneously keeping through traffic moving by using right-turn lanes to remove turning traffic from the traffic stream.
- Using medians to limit left-turn movements.

Mobility Standards – Maximum volume to capacity ratios for two-hour, peak-hour operating conditions through a 20-year horizon for state highway sections.

Additional information: <http://www.oregon.gov/ODOT/TD/TP/orhwyplan.shtml>

Mode – A type of transportation such as vehicle, train, or plane.

Modernization Project – Projects that make improvements to accommodate existing traffic or projected growth, with the primary goal of adding capacity. These projects typically involve the construction of new transportation facilities.

National Environmental Policy Act (NEPA)

An act passed in 1969 that established national environmental policy and goals for the protection, maintenance and enhancement of the environment. NEPA requires federal and state agencies to (1) examine the environmental consequences of major proposed actions, such as building a new transportation facility, and (2) conduct a decision-making process that incorporates public input.

Additional information: <http://epa.gov/compliance/nepa/>

New Road – A public road or road segment on new alignment, not a realignment of an existing road or road segment.

Noise Barrier – A mound or wall of earth, concrete wall or other barrier used to deflect traffic noise.

Additional information:

http://www.oregon.gov/ODOT/HWY/GEOENVIRONMENTAL/air_noise.shtml

Operations Projects – Projects that increase the efficiency and safety of the highway system.

Examples include traffic signals, permanent signs, variable message signs.

Oregon Administrative Rules (OARs) – Rules written by Oregon government agencies to clarify or augment adopted Oregon Revised Statutes. OARs are laws secondary to statute.

Additional information: <http://www.oregon.gov/ODOT/CS/RULES/>

Oregon Department of Transportation (ODOT) – <http://www.oregon.gov/ODOT/>

Oregon Highway Plan (OHP) – The policy document for state highways, adopted by the Oregon Transportation Commission. The document: (1) sets long-range policies and investment strategies, (2) identifies highway system needs, and (3) establishes goals for mobility standards.

Additional information: <http://www.oregon.gov/ODOT/TD/TP/orhwyplan.shtml>

Oregon Revised Statutes (ORS) – The laws passed by the Legislature that govern the State of Oregon. Additional information: <http://www.leg.state.or.us/>

Oregon Transportation Commission (OTC) – ODOT’s governing body, with five members appointed by the Governor.

https://www.oregon.gov/odot/Get-Involved/Pages/OTC_Main.aspx

Oregon Transportation Investment Act (OTIA) – Transportation funding acts passed by the 2001 and 2003 Legislatures. OTIA I and II represent \$500 million in bonded revenue. OTIA III represents an additional \$2.5 billion in bonded revenue.

Oregon Transportation Plan (OTP) – The high-level policy document addressing all modes of transportation. <http://www.oregon.gov/ODOT/TD/TP/ortransplanupdate.shtml>

Overlay – An asphalt surface or cover placed over an existing surface.

Pavement – Asphalt or Portland cement concrete placed for vehicular use on highway, road and street traveled ways, shoulders, auxiliary lanes and parking areas.

Pavement Markings – Painted or applied lines of legends placed on a roadway surface for regulating, guiding or warning traffic.

Pavement Management System (PMS) – A set of tools that can assist decision-makers in finding cost-effective strategies for providing, evaluating and maintaining pavements in a serviceable condition at the lowest lifecycle cost.

Peak Hour – (1) For urban areas, “peak hour” usually means the highest one-hour volume observed on the roadway during a typical or average week. (2) In rural areas, generally “peak hour” refers to the 30th highest hourly traffic volume typically observed over the course of a year.

Plans – Drawings that show the location, type, dimensions and details of the work to be done under a construction contract.

Policy – A direction for ODOT officially adopted by the Oregon Transportation Commission.

Preliminary Engineering (PE) – Includes all project activities before a construction contractor has been selected to build a transportation project. This is also referred to as the project development phase.

Preservation Projects – Projects that add useful life to the road without increasing capacity such as rebuilding, rehabilitating or extending the service life of existing facilities, primarily by paving.

Project Authorization – The estimated cost of the project and consists of the Contractor's original bid amount, anticipated items, contingencies and construction engineering.

Ramp – A section of roadway that connects a mainline roadway to a crossroad, typically where the mainline and crossroad are grade separated. The ramp is generally measured to the ramp intersection, or to the end of a free-flow ramp terminal merge lane taper.

Ramp Meter – A traffic signal positioned at a highway on-ramp that stops incoming traffic and indicates when one or two vehicles may enter the roadway. A ramp meter is typically used to prevent congestion from merging vehicles during peak traffic times.

Realignment – Rebuilding an existing roadway on a new alignment.

Region – A ODOT geographic management area. There are five ODOT Regions .

Additional information: <https://www.oregon.gov/odot/regions/pages/index.aspx>

Rehabilitate – To repair a transportation facility, returning it to its original condition.

Right of Way – The highway property and property rights owned or controlled by ODOT. May include the *paved roadway surface, shoulder area, ditches and other drainage facilities, sidewalks in the border area between the ditches or curbs.*

Riprap – A foundation or sustaining wall of stones or chunks of concrete thrown together without order. A layer of similar material on an embankment slope used to prevent erosion.

Roundabout – A type of intersection design and control.

Safety Projects – Roadway improvement projects that address safety concerns. Examples include passing lanes, wider shoulders, illumination, rumble strips, striping, access management, highway-rail grade crossing improvements or closures.

Scenic Byway – A designation given to a roadway by the state or federal government due to special cultural or geographic features.

Statewide Transportation Improvement Program (STIP) A federally required and regularly updated state program of transportation projects. In Oregon the STIP covers four years and is updated every two years. <https://www.oregon.gov/odot/engineering/pages/index.aspx>

Transportation Demand Management (TDM) – The operation and coordination of various transportation programs to provide the most efficient and effective use of existing transportation services and facilities. TDM is one category of traffic system management actions.

Transportation System Plan (TSP) – A plan outlining transportation strategies and future projects for a specific geographic region (primarily a city or a county). As defined by State Land Use Planning Goal 12, implemented through the transportation planning rule.

Urban Growth Boundary (UGB) – The area surrounding an incorporated city or metropolitan area into which the city may legally expand its city limits.

Vehicle Miles Traveled (VMT) – Miles traveled per vehicle multiplied by the total number of vehicles.

Volume to Capacity Ratio (V/C) – The peak hour traffic volume (vehicles/hour) on a highway section divided by the maximum volume that highway section can handle.

Acronyms

3C – Continuing, Comprehensive & Cooperative Planning Process

3R – Resurfacing, restoring, and rehabilitating

AAA – American Automobile Association

AASHTO – American Association of State Highway & Transportation Officials

ACT – Area Commission on Transportation

ADA – Americans with Disabilities Act

ADT – Average Daily Traffic (or Average Daily trips)

AMPO – Association of Metropolitan Planning Organizations

APA – American Planning Association

APTA – American Public Transportation Association

AQCD – Air Quality Conformity Determination

ARBA – American Road Builders' Association

ARMA – American Road Makers' Association

ARTBA – American Road & Transportation Builders' Association

BMCS – Bureau of Motor Carrier Safety
BMP – Best Management Practice
BMS – Bridge Management System
BRT – Bus Rapid Transit
BTS – Bureau of Transportation Statistics
CAA – Clean Air Act
CAC – Citizen Advisory Committee
CATS – (Eugene) Central Area Transportation Study
CFR – Code of Federal Regulations
CIP – Capital Improvement Program
CMAQ – Congestion Mitigation and Air Quality Program
CMP – Congestion Management Plan
CMS – Congestion Management System COG – Council of Governments
DEIS – Draft Environment Impact Statement
DEQ – Department of Environmental Quality
DLCD – Department of Land Conservation and
Development DOT – Department of Transportation
EEO – Equal Employment Opportunity
EIS – Environmental Impact Statement
EJ – Environmental Justice
EPA – Environmental Protection Agency
FAA – Federal Aviation Administration
FAP – Federal-Aid primary
FAS – Federal-Aid secondary
FAU – Federal-Aid urban
FEIS – Final Environmental Impact Statement
FHWA – Federal Highway Administration FRA – Federal Railroad Administration
FTA – Federal Transit Administration
FY – Fiscal Year. Distinguish Federal Fiscal Year (FFY) from State Fiscal Year (SFY).
GIS – Geographic Information Systems
GPS – Global Positioning Systems
HCM – Highway Capacity Manual
HOV – High Occupancy Vehicle
HPMS – Highway Performance Monitoring Systems
HRB – Highway Research Board
HSR – High Speed Rail

I/M – Inspection and Maintenance
IAMP – Interchange Area Management Plan
ICC – Interstate Commerce Commission
IHS – Interstate Highway System
IM – Interstate Maintenance Systems
IVHS – Intelligent Vehicle Highway Systems
JARC – Job Access and Reverse Commute
LCDC – Land Conservation and Development Commission
LOS – Level of Service (Traffic flow rating)
LRAPA – Lane Regional Air Protection Agency
LRT – Light Rail Transit
LTD – Lane Transit District
LUAM – Land Use Allocation Model MIS – Major Investment Study
MOA – Memorandum of Agreement
MOU – Memorandum of Understanding
MOVES – Motor Vehicle Emission Simulator
MPC – Metropolitan Policy Committee
MPO – Metropolitan Planning Organization
MSA – Metropolitan Statistical Area
MTP – Metropolitan Transportation Plan
MTIP – Metropolitan Transportation Improvement Program
MUTCD – Manual on Uniform Traffic Control Devices
NAA – Non-Attainment Area
NAAQS – National Ambient Air Quality Standards
NEPA – National Environmental Policy Act of 1969
NHS – National Highway System
NHTSA – National Highway Traffic Safety Administration NOX – Nitrogen Oxides
O&M – Operations and Maintenance
ODOT – Oregon Department of Transportation
OHP – Oregon Highway Plan
OM&P – Operations, Maintenance and Preservation
OMPOC – Oregon MPO Consortium
ORFS – Oregon Roads Finance Committee
OTC – Oregon Transportation Commission OTIA – Oregon Transportation Investment Act OTP – Oregon Transportation Plan
OTREC – Oregon Transportation Research and Education Consortium
PCR – Pavement Condition Rating

PE – Preliminary Engineering PL – Planning Funds
PPP – Public Participation Plan
PS&E – Plans, Specifications, and Estimates
RFP – Request for Proposal ROW – Right of Way
RTP – Regional Transportation Plan
SDC – System Development Charge
SHTF – State Highway Trust Fund SIB – State Infrastructure Bank
SIP – State Implementation Plan SOV – Single Occupancy Vehicle
SPR – State Planning and Research funds STA – Special Transportation Area
STBG – Surface Transportation Block Grant Program
STIP – State Transportation Improvement Program C-STIP – Construction STIP
STP – Surface Transportation Program (STP-U refers to urban)
STPP – Surface Transportation Policy Project
TAC – Technical Advisory Committee
TASC – Technical Advisory Subcommittee
TAZ – Traffic Analysis Zone
TCM – Transportation Control Measure
TDM – Transportation Demand Management TDP – Transit Development Program
TIP – Transportation Improvement Program, either MTIP or STIP
TMA – Transportation Management Area
TMSF – Transportation Management System Fee TO – Transportation Options
TOD – Transit Oriented Development
TOAC – Transportation Options Advisory Committee
TPAU – Transportation Planning Analysis Unit
TPC – Transportation Planning Committee TPR – Transportation Planning Rule
TRB – Transportation Research Board
TSI – Transportation System Improvements TSM – Transportation System Management
TSP – Transportation System Plan
TUF – Transportation Utility Fee
UGB – Urban Growth Boundary
UMTA – Urban Mass Transportation Administration
UPWP – Unified Planning Work Program
V/C – Volume to Capacity VMT – Vehicle Miles Traveled
VOCs – Volatile Organic Compounds VPD – Vehicles Per Day