

# South East Area Commission on Transportation (SEACT)

## OPERATING BYLAWS/AGREEMENT

Established 8/2000

UPDATED 8/2004

UPDATED 10/2006

UPDATED 8/2011

UPDATED 8/2013

UPDATED 7/2015

UPDATED 8/2018

## Meeting Notice

- A minimum of one-week advance notice shall be given to interested persons and stakeholder groups on the SEACT mailing list and to area news media.
- Notices shall include time, place, principal agenda items and the name of a person and telephone number (including TTY number) at the public body to contact to make a request for an interpreter for the hearing impaired or for other communication aids. For additional information, please contact administrative staff.
- A good faith effort shall be made to honor requests for special accommodation under the Americans with Disabilities Act.
- A good faith effort must be made to provide an interpreter for hearing-impaired person on receipt of proper notice. ORS 192.630(5).

Table of Organization (See Attachment A)

## Officers

- Officers shall consist of a Chair and a Co-Chair selected by the voting membership.
- Officers (Chair and Co-Chair) shall serve a three-year term, and the Co-Chair shall assume the office of Chair upon completion of a three-year term as Co-Chair. If the Chair cannot fill the position for the entire 3 years, the Co-Chair will assume the duties in the interim. At the end of the Co-Chair's three years, he/she will assume the Chair position and a new Co-Chair will be elected.
- The Chair shall preside at all SEACT meetings and shall be an ex-officio member of all committees. Chair is the official spokesperson for the SEACT unless this responsibility is specifically delegated.
- In the absence of the Chair, or Co-Chair shall execute all the functions of the Chair. In the event that the Chair cannot complete her/his full-term, the Co-Chair will fulfill this function.

## Quorum

- Only voting members or alternates for voting shall be allowed to participate in any consensus process or voting process. All entities are entitled to attend SEACT meetings and participate in meeting discussions.
- Fifty-one percent (51% a majority) of the SEACT voting members shall constitute a quorum for the conduct of SEACT business. The chair will determine if a quorum is present before the meeting is called to order. If a quorum is not present, the chair may decide to continue the meeting. Unanimous consent cannot be given when a quorum is not present.

## Meeting Materials

- An advance agenda shall be provided one week prior to the meeting, either by e-mail, on a SEACT website or through the mail.
- For decision items, information shall be distributed to everyone in attendance at the meeting.
- If practicable, technical materials and supporting documentation for decision items shall be provided one week prior to the SEACT meeting.
- Time for public comment shall be included on the agenda.

## Meeting Schedule

- Meetings shall be held on the fourth Monday of alternate months except December.
- Meetings shall be held at 10:00 AM (Pacific Time) or 11:00 (Mountain Time).

## Meeting Location

- Regular meeting locations shall rotate among the three SEACT counties.
- Meeting locations shall meet accessibility requirements of the Americans with Disabilities Act.
- No meeting may be held in buildings where discrimination (race, sex, age, national origin, color, creed, disability) is practiced (ORS 192.630(3)).
- There shall be adequate seating and facilities to encourage attendance by the general public.

## Meeting Minutes

- Minutes shall be prepared for all SEACT meetings
- Minutes, at a minimum, shall include:
  - Members and guests present.
  - All motions and resolutions proposed, and their disposition.
  - Results of all votes/decisions; secret ballots are prohibited.
  - Substance of all discussion.
  - Reference to all documents discussed (confidentiality of records exempt from disclosure may be protected).
- Minutes of each SEACT meeting shall be prepared and distributed prior to the following SEACT meeting.
- Minutes shall be posted on the ODOT website.
- Minutes shall be preserved for a reasonable time.
- As appropriate, meeting minutes should be provided in languages other than English.

## Special Meetings

- Special meetings may be called by the chair or a minimum of three SEACT Board members.
- A minimum of 24 hours' advance notice must be given to all appropriate parties.

## Electronic Meeting

- Meetings may be held by electronic means including video-conferencing, telephone conferencing or personal computer.
- All regular meeting requirements apply to electronic meetings.
- A room with a "listening device" shall be made available for the public.

## Draft STIP Public Meetings/Hearings

- All Meeting Guidelines shall apply to public meetings for Developing Project Priorities for Draft STIP Using Approved Criteria and for Draft STIP Public Hearings.
- Efforts shall be made to establish outreach activities for specific projects or topics.
- Paid advertising may be used for Draft STIP Public Hearings.
- Paid advertising may be used for Developing Project. Priorities for Draft STIP Using Approved Criteria.

## Executive Sessions

- The responsibilities of the SEACT do not include work permitted in an executive session (ORS 192.660).

## Public Involvement

- SEACT meetings shall comply with the requirements of the Oregon Public Meetings Law, ORS 192.610 to 192.690; meetings include information-gathering sessions, working lunches and electronic meetings.
- All SEACT meetings shall be open to public attendance, and any member of the public may attend any meeting of the SEACT.
- Roberts Rules of Order (a.k.a. parliamentary procedure) will serve as the authority for the operation of the SEACT in all cases not covered by these guidelines. The SEACT may formulate additional specific standing rules and rules of order to govern the conduct of its meetings provided they do not conflict with these bylaws.

## Public Comment

- The public shall be provided with opportunities to speak to the merits of proposals before the SEACT and to forward their own proposals.
- Public comment may be taken at any time during the SEACT meeting at the discretion of the Chair.

- Copies of all correspondence received prior to the meeting should be available for SEACT members and the public at the meeting or upon request.
- The SEACT public involvement process shall demonstrate explicit consideration and response to public input during the planning and program development process.
- Members should not represent SEACT views unless the group has reached a decision on an item. Members should not characterize the views or comments made by other individual members. Specific media inquiries about SEACT will be directed to the Chair.

Attachment A

