

PTAC Purpose and Structure 2022 July 07

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A: [OVERVIEW](#)

The Public Transportation Advisory Committee (PTAC) was created by the Oregon Transportation Commission (OTC) in January, 2000. The mission of PTAC is to provide leadership on public transportation in Oregon by giving input and feedback on transit issues and funding to ODOT and the OTC. PTAC serves as a forum for a diverse range of transit providers and other key stakeholders from across the state to come together and create a vision for equitable public transportation in Oregon.

[PTAC Vision and Role](#)

PTAC provides a forward thinking, strategic view of public transportation for the state of Oregon. PTAC focuses on current public transportation issues and provides direction on the future of public transportation.

To address current issues, PTAC will concentrate on state needs and provide recommendations to the OTC and the Public Transportation Division (PTD) of the Oregon Department of Transportation (ODOT) as well as other ODOT work groups and divisions. The Committee will focus on policy and funding areas that impact transit riders, providers and other stakeholders.

To keep Oregon at the forefront of public transportation innovation, PTAC will work with OTC and PTD staff to guide the implementation of the Oregon Public Transportation Plan (OPTP). PTAC will develop a Strategic two-year Work Plan that will guide the Committee's work.

[PTAC Primary Objectives](#)

- To lead statewide efforts in implementing the *Oregon Public Transportation Plan* vision and goals throughout the state.
- To make recommendations to ODOT and the OTC regarding public transportation policies, rules and funding strategies.
- To anticipate, receive and respond to issues raised by providers, users and advocates of the statewide public transportation system.
- To strengthen collaboration among transit providers, agencies, organizations and other key stakeholders.
- To advance project plans and funding recommendations to the OTC.
- To stridently advocate for equitable transportation for all Oregonians.
- To respond to emerging social, environmental and economic issues.
- To engage in discussion regarding integration of new technologies throughout public

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transportation networks statewide.

B: [PTAC Membership and Structure](#)

PTAC consists of a broad range of people, agencies and constituencies from across the state. The Committee's membership reflects a balance of organizational-type, geographic equity, expertise, and diversity when filling PTAC positions. (See the PTAC Member Representation List.)

ODOT, through the Public Transportation Division, is responsible for providing staff support for PTAC and its subcommittees and work groups. This support will include:

- Technical guidance for PTAC's informed decision making processes;
- Expertise on PTAC public transportation policy, processes and funding recommendations;
- Administrative assistance;
- Advice to PTAC as warranted; and
- Other duties as assigned

[Membership](#)

Member Appointments

- The PTAC is comprised of members appointed by ODOT director and by self-appointment.
- PTAC members who are directly appointed by the ODOT director will go through an application process. Title VI and HB 2985 requires ODOT to ensure that the membership of advisory committees to the department reflects the racial, ethnic and disability composition of this state as determined by the most recent American Community Survey from the United States Census Bureau.
- The transportation provider members and affiliate group members not appointed by the ODOT director are asked to identify and self-appoint their own representatives. Self-appointed members should ensure compliance with Title VI and assist ODOT in meeting HB 2985 requirements.
- PTAC encourages other ODOT advisory committees to appoint liaisons who would participate in PTAC meetings as non-voting members.
- Committee members appointed by the ODOT director will rotate through the Committee on a three-year term of office.
- Committee members appointed by the ODOT director will be eligible to serve for two consecutive three-year terms at the discretion of the ODOT director.

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- Committee memberships will be staggered to avoid all eligible members joining or leaving at the same time.
- If, at the end of a Committee member's three-year term, they are serving as chair or vice-chair, the Committee member shall be allowed to continue as Chair or Vice-Chair until their term as Chair or Vice-Chair expires.
- The Chair and Vice-Chair will serve a two-year term of office.
- Members are expected to actively participate in the business of the Committee. PTAC Executive Committee may recommend to ODOT staff the removal of any member whose attendance within 12 months includes two consecutive unexcused absences.
- If a member is unable to attend a scheduled PTAC meeting, either in person or any other approved meeting format, it is that member's responsibility to notify the Committee Chair and PTD staff facilitator in advance.
- ODOT Staff will keep a roster of membership attendance and provide the PTAC Executive Committee with any notifications of members' absences that fail to meet the attendance requirements.
- At times, members will need to successfully complete relevant mandatory trainings and complete required documents.

Structure

Chair and Vice Chair

- The Chair and Vice-Chair of PTAC will be nominated and then elected by a majority vote of the full membership of PTAC. Nominations can be made by either PTAC members or ODOT PTD staff. Nominations will be compiled by PTD staff and brought before the full PTAC membership for a final majority vote.
- Candidates nominated should represent a diverse and equitable perspective of transportation service needs - staggering selections between a public transportation provider and other representative to ensure at least one person from a public transportation provider is always represented.
- The Chair will conduct the meetings and work with the Vice-Chair, Executive Committee and PTD staff to establish the agenda for each meeting.
- In the absence of the Chair, the Vice-Chair will conduct meetings.
- The Chair and Vice-Chair will serve as members of the Executive Committee.

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Executive Committee Structure and Purpose

- The Executive Committee consists of six PTAC members including the chair and vice-chair and must include at a minimum two members from public transportation providers.
- Executive Committee members serve three year terms.
- The Vice-Chair of PTAC acts as the Chair for the Executive Committee.
- Any individual who is a member in good standing of PTAC can be nominated to the Executive Committee. Nominations can be made by PTAC members or by ODOT PTD staff. Nominations will be compiled by PTD staff and brought before the full PTAC membership for a final majority vote. Candidates nominated should represent a diverse and equitable perspective of public transportation service needs.
- The PTAC membership list will identify individuals serving on the Executive Committee and PTD staff will post this information on the website.
- The Executive Committee meet annually to review the PTAC goals and Strategic Work Plan and creating the PTAC Work Plan bi-annually.
- The Executive Committee will provide workgroups with direction and assignments as needed.
- The Executive Committee will provide a progress report at each PTAC meeting.
- The Executive Committee may act as a proxy for the full Committee in the event a timely decision must be made prior to the next scheduled Committee meeting.
- Other duties may be assigned to the Executive Committee as needed.

Workgroups

- As appropriate, PTAC may create workgroups to examine current issues and develop recommendations for the Committee.
- Workgroups will be chaired by a PTAC member appointed by the PTAC Chair, but may include non-PTAC members as co-chair or as workgroup participants.
- The workgroup chair will populate the committee members for the workgroup once reviewed by the PTAC Exec committee
- If a workgroup member is unable to regularly attend, either in person or via any other approved meeting format, the workgroup chair should make a decision about appointing another member who has knowledge/expertise as needed to support the workgroup's needs. This information and decision should then be provided to the Executive Committee.
- A workgroup's recommendations and updates will be brought to the PTAC Executive Committee for review prior to presenting to the full Committee.
- Final products produced by workgroups will be posted on PTD's PTAC webpage.

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[Title VI Responsibilities \(See PTAC Member Information form.\)](#)

- ODOT, as a public body receiving state and federal funding, must comply with federal and state laws, statutes and policies; this includes the Title VI Civil Rights Statute. Title VI states, in part, that programs and activities will be provided in a non-discriminatory manner regarding race, color, ethnicity or national origin.
- ODOT has an obligation, as do all public transportation providers, to ensure that its boards, advisory groups and committees represent a broad range of perspectives and peoples. There is an obligation to ensure that the interests of marginalized groups and underrepresented populations are considered and that individuals from those groups are at the table.
- When considering appointments to PTAC from a member organization or the community, ODOT will ensure that underrepresented individuals, interests and populations are represented.
- PTAC is committed to providing equal access to public transportation facilities, programs and services. We honor and respect our individual differences and work to ensure that people from diverse backgrounds have equitable opportunities, both internally and externally, in our communities.

C: [PTAC Meeting Process](#)

Regular PTAC meetings are open to the public with time provided for public comment. Public Transportation Division staff on a regular basis will strive to provide meeting materials one week in advance of the meeting or as required by public meeting law. All materials will also be made available to the public on the ODOT website.

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Decision Making

- The Committee operates as required by public meeting laws. Decisions will be reached by consensus, to the extent practical.
- A quorum must be present (in-person, or through any other approved meeting format) to vote on issues referred to the OTC and for issues directly relevant to grant programs, funding, regulation or law. A quorum is a simple majority plus one of the voting PTAC members. If such number of voting members is not present, voting will be delayed until the following PTAC meeting.
- Notwithstanding the Executive Committees' ability to make a decision in the event a timely decision must be made prior to the next scheduled Committee meeting, the PTAC Chair or PTD staff may call a special meeting. Specially-called meetings will have the same voting requirements as regular PTAC meetings.
- While the PTAC has no final decision-making authority, its purpose is to engage diverse perspectives in its recommendations to OTC and ODOT. All PTAC feedback will be respectfully considered. OTC may or may not make decisions based on advice received from the PTAC.

Conflicts of Interest

- Committee members shall discharge their duties in good faith with the care a prudent person in a like position would exercise under similar circumstances, and in a manner which the member reasonably believes to be in the best interests of public transportation.
- Committee members will disclose conflicts of interest prior to participating in a vote and recuse themselves from voting as appropriate.
- Potential personal conflicts of interest identified by members will be resolved as allowed by state law.
- A Committee member with a conflict of interest may participate in a vote if the vote is approved or ratified by an affirmative vote of a majority of the Committee members who have no direct or indirect interest (conflict of interest) in the transaction. The presence of, or a vote cast by, a Committee member with a direct or indirect interest in the transaction does not affect the validity of any action taken.

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Meeting Schedule

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

Communication

- A PTAC member may respond, as appropriate, to any form of communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of PTAC and ODOT as a whole. Any complaint or request for information should be forwarded to the PTAC Chair and PTAD Staff facilitator so that the issue may receive proper consideration and be handled through the appropriate process. As appropriate, communication received from the media shall be forwarded to PTD Staff, the PTAC Chair or designee.
- Meeting materials, projects, and recommendations will be made available on the ODOT PTD website.

Cost of Participation

- Reimbursements will be made based on guidelines in the Equitable Engagement Compensation Policy (EECP), which helps to remove barriers that have systematically prevented marginalized populations and others from participating in public engagement and advisory activities.
- PTD staff shall evaluate all engagement activity against the definition for incentives, stipends and Community Engagement Contracts (CECs). The PTD Project/Program Manager (“PM”) shall review the intended Participants for each activity and assess if any may meet the singular criterion:
 - Participant is not being compensated by any other organization, including their employer, to participate in, or represent specific interests in, the stated activity with PTD or PTAC. Participants meeting this criterion are eligible under the EECP and shall be offered the choice to opt into receiving compensation for their time.