



Public Transportation Advisory Committee Charter

Oregon Department of Transportation – Public Transportation Division

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1. Overview and Background

This Charter lays out the purpose, scope, and expectations for the Public Transportation Advisory Committee (PTAC). It provides a clear statement of the roles and responsibilities of PTAC members and ODOT staff, and identifies the ways in which PTAC will operate, including the Committee's structure, decision-making processes and meeting protocols. The Charter guides the work and conduct of PTAC to create and maintain an open, equitable, and effective public engagement process.

2. Mission, Vision & Values

Established by the Oregon Transportation Commission (OTC) in 2000, the mission of PTAC is to provide leadership on public transportation in Oregon by providing input and feedback on transit issues and funding to ODOT and the OTC. PTAC serves as a forum for transit providers and other key interested parties from across the state to come together and create a vision for equitable and effective public transportation. PTAC provides a forward-thinking, strategic view of public transportation for the State of Oregon.

3. Advisory Role

PTAC's primary objectives include the following:

- 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, actions 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 interested parties;
- To advance STIF plans and funding recommendations to the OTC;
- To advocate for equitable transportation for all Oregonians;
- To respond to emerging social, environmental and economic issues; and
- To engage in discussion regarding integration of new technologies throughout public transportation networks statewide.

4. Equity Statement

ODOT embraces diversity and equity, fostering a culture of inclusion as a core value. We recognize the need to engage all community members in conversations and decisions that affect their lives and take steps to ensure we have engaged a broad range of perspectives. All advisory committees must make a commitment to ensure

representation of the committee is diverse and reflective of the communities they serve. All committees must also ensure decisions lead to fair and accessible transportation outcomes for the communities we serve. This can be accomplished by assessing the impact each decision will have on the communities we serve, especially those whose experiences differ from our own.

5. Membership & Structure

5.1 Membership Roles & Responsibilities

[PTAC's membership](#) consists of 15-25 members, representing agencies and constituencies from across the state. The Committee reflects a balance of organizational-type, geographical representation, expertise, and diversity. PTAC encourages other ODOT advisory committees to appoint liaisons who would participate in PTAC meetings as non-voting members.

The roles and responsibilities of Committee members include:

- Actively participate in the business of the Committee by providing input and feedback on the Public Transportation Division's (PTD) policies, programs and funding decisions;
- Make a good faith effort to prepare for and attend each meeting, including reviewing materials in advance. If a member is unable to attend a scheduled meeting, the member is responsible for completing assignments and submitting input on discussion to the Co-Chairs prior to the meeting;
- Review and provide recommendations on STIF Formula Plans and Plan Amendments as well as STIF Discretionary and STIF Intercommunity awards to the OTC;
- Nominate and elect Co-Chairs and Vice-Chair of PTAC;
- Nominate and elect the Executive Committee;
- If a member is unable to attend a scheduled PTAC meeting, it is that member's responsibility to notify the Committee Co-Chairs and PTD staff facilitator in advance;
- Complete relevant mandatory trainings and complete required documents; and
- Ex-officio representatives participate fully on the Committee, with the exception of making formal motions and voting.

The **Co-Chairs (2) and Vice-Chair (1)** of PTAC act as the chairs for this Committee. One of the Co-Chairs serves as the Chair of the Executive Committee and full Committee. The Co-Chairs and Vice-Chair are elected by a majority of the Committee for two-year terms. The Co-Chairs terms are staggered. After their term, Co-Chairs serve in an ex-

officio capacity for one year. At least one of the Co-Chairs must be held by an individual that represents a public transportation provider.

The roles and responsibility of the Co-Chairs and Vice-Chair include:

- The Co-Chairs conduct the meetings and work with PTD staff, the Vice-Chair, and Executive Committee to plan the agenda for each meeting;
- In the absence of the Co-Chairs, the Vice-Chair will conduct meetings;
- The Co-Chairs and Vice-Chair serve as members of the Executive Committee; and
- The Co-Chairs manage the development and implementation of PTAC's workplan.

The **Executive Committee** consists of six PTAC members, including the Co-Chairs and Vice-Chair. At a minimum it must include two members from public transportation providers. Executive Committee members serve three-year terms.

The roles and responsibilities of the Executive Committee

- Collaborate with PTD Administrator and staff in the planning of PTAC meetings;
- Respond to time-sensitive requests for information from PTD;
- Collaborate with PTD staff to create PTAC's workplan;
- Meet annually to review PTAC's goals and workplan;
- Provide workgroups with direction and assignments as needed;
- Provide a progress report at each PTAC meeting;
- 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; and
- Recommend to ODOT staff the removal of any member whose attendance within 12 months includes two consecutive unexcused absences or if it is determined that their continued membership is a detriment to the effectiveness of the Committee.

With PTD approval, 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 Co-Chairs 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 Executive Committee. Final products produced by workgroups will be posted on PTD's PTAC webpage.

The roles and responsibilities of workgroup members include:

- Perform responsibilities assigned to workgroup at the time of its creation;
- A workgroup’s recommendations and updates will be brought to the PTAC Executive Committee for review prior to making a presentation to the full Committee;
- If a workgroup member is unable to regularly attend, the workgroup chair should determine whether to appoint another member who has the knowledge or expertise needed to support the workgroup’s needs. This information and decision should then be provided to the Executive Committee.

ODOT, through the **Public Transportation Division**, is responsible for providing support for PTAC and workgroups.

PTD roles and responsibilities include:

- Set the agenda for meetings;
- 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;
- Manage appointment process;
- Onboard new members; and
- Other duties as assigned.

5.2 Terms of Membership

Positions are filled by both transportation provider organizations and affiliate groups. The Division Administrator appoints advisory committee members. Some transportation provider members, affiliate group members and ex-officio representatives may nominate their representatives and submit them for approval.

ODOT Advisory Committees are encouraged to use the “Community Membership Analysis Matrix” to support building and recruiting their membership. A link to this document can be found on the [HB2985 Guidance web page](#) under the “Committee Membership and Roles” and “Recruitment and Filling a Vacancy” sections.

PTAC is comprised of the following members (entities that may nominate a representative are indicated by an *):

- Transit Providers
 - TriMet*
 - Salem Area Mass Transit District*

- Lane Transit District*
- Small urban providers
- Rural providers
 - Central Oregon
 - Eastern Oregon
 - Western Oregon
- Tribal transit provider
- Older adults and people with disabilities provider
- Affiliate groups
 - Association of Oregon Counties*
 - League of Oregon Cities*
 - Transportation options or demand management
 - Health and human services
 - Veterans' representation
 - Older adults and people with disabilities – constituency
- At-large positions
 - Non-emergent medical
 - Private transportation
 - Passenger rail
 - Non-English-speaking constituency
 - Community member or transit user at-large
 - Equity and civil rights
 - Low income
 - Multi-modal bike share and micromobility
 - Public schools' transportation
- Liaisons
 - Oregon Bicycle and Pedestrian Advisory Committee*
 - Safe Routes to School Advisory Committee*
 - Rail Advisory Committee*

Committee members serve three-year terms of office. Committee members will be eligible to serve for two consecutive three-year terms at the discretion of the Division Administrator. Committee memberships will be staggered to avoid all eligible members joining or leaving at the same time. If a position becomes vacant mid-term, a new member may be appointed to serve the rest of the term and then may be re-appointed for one additional three-year term.

Notwithstanding the provisions of the previous paragraph, TriMet, SAMTD, and LTD may at their discretion re-nominate a member for additional terms.

If, at the end of a Committee member's three-year term, he or she is serving as Co-Chair or Vice-Chair, the Committee member shall be allowed to continue as a Co-Chair or Vice-Chair until his or her term as Co-Chair or Vice-Chair expires. The Co-Chair and Vice-Chair will serve a two-year term of office. The Co-Chairs and Vice-Chair will be eligible to serve for two consecutive two-year terms.

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 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 Executive Committee members serve three-year terms.

If a PTAC member has two consecutive unexcused absences in a 12-month period or the PTAC Executive Committee determines that a member's continued membership is a detriment to the effectiveness of the Committee, the Executive Committee may recommend to ODOT the removal of a PTAC member.

5.3 Structure

The Committee operates as required by public meeting laws. Decisions will be reached by consensus to the extent practical. When consensus is not practical, decisions will be taken by absolute majority vote.

A quorum must be present to vote on issues referred to the OTC and for issues directly relevant to grant programs, funding, regulation or law. A quorum is 50 percent of the current voting PTAC members plus one (i.e., if there are currently 15 members, quorum is 8. If there are 25 members, quorum is 13). If quorum is not present, voting will be delayed until quorum is established in the current meeting or at a subsequent meeting. The PTAC Co-Chairs or ODOT may call a special meeting, as needed, to address pertinent issues in a timely manner. Specially called meetings will have the same voting requirements as regular PTAC meetings.

While 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 and ODOT may or may not make decisions based on advice received from the PTAC.

The Executive Committee serves 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.

5.4 Workgroups

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

With PTD approval, PTAC may create workgroups to examine current issues and develop recommendations for the Committee. Workgroups will be chaired by a PTAC member appointed by PTAC Co-Chairs but may include non-PTAC members as a Co-Chair or as workgroup participants. Final recommendations from a workgroup will be brought to the PTAC Executive Committee prior to presenting to the full Committee. Final products produced by workgroups will be posted on PTD's PTAC webpage.

If a workgroup member is unable to regularly attend, the workgroup chair should determine whether to appoint another member who has the knowledge or expertise needed to support the workgroup's needs. This information and decision should then be provided to the Executive Committee.

5.5 Compensation

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

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

Compensation guidance for advisory committees per HB2985 can be found [here](#).

PTD may reimburse a Committee member for travel costs directly associated with attending meetings if the member has a demonstrated hardship need. Reimbursement procedures will follow Department of Administrative Services reimbursement policies for non-state individuals or ODOT travel policies for state employees.

6. Meetings

6.1 Public Meetings, Notices, and Public Comment

All full PTAC meetings are open public meetings. Members of the public who would like to receive notification of upcoming meetings can sign up [here](#).

PTAC will ensure that the public is invited to comment and participate in work efforts. Notice of the meetings, agendas, and meeting materials will be posted in advance of meetings on the Committee website. At every PTAC meeting, there will be an opportunity to provide oral public comment. Public comment will normally be restricted to two minutes. Additionally, members of the public can provide written public comment by filling out this [form](#).

6.2 Meeting Cadence, Schedule and Location

PTAC meetings will generally be held approximately quarterly. Additional meetings can be scheduled as needed. Meetings will be held either virtually or when feasible, the meetings should be held at a variety of locations in Oregon to enable full member and public participation.

Any additional PTAC meetings will be published at least two weeks prior to the meeting with a brief statement of the purpose of the meeting. Meeting schedules will be posted on the PTAC webpage.

6.3 Guiding Principles

The purpose of the guiding principles is to ensure that meetings are focused, purposeful, and inclusive, enabling productive discussions and decision-making. PTAC members are guided by the following principles:

- Attend meetings prepared to engage;
- Be responsive;
- Be present and stay engaged;
- Respect and share time;
- Everyone's voice is equal – your voice matters;
- Assume best intentions;
- Disrupt 'isms': seek opportunities for dialogue, raising awareness and repair, without shame or blame; and
- Expect and accept non-closure.

7. Conflicts of Interest

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

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

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.

8. Workplan

The Committee maintains a bi-annual workplan that meets the needs of the Committee's purpose and scope. The workplan guides agenda development and keeps the overall process on track. The Co-Chairs, Vice-Chair, and ODOT will work collaboratively with the Committee to create and adjust the plan as needed.

9. Communication

9.1 Correspondence

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

9.2 Media Requests

Members will notify the PTD staff lead for PTAC and the Co-Chairs of all media requests received. Members may speak with the media directly if they wish and shall

clarify that they are speaking as an individual only and not on behalf of the Committee or ODOT, nor should they characterize the points of view of other members.

9.3 Legislative Interaction

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

For example, if you were testifying in committee on a bill you may say: For the record, my name is Jane Doe and I serve as a member of ODOT's Public Transportation Advisory Committee. I am speaking on behalf of myself and my

community and am I not representing the views of the Advisory Committee or the agency.

9.3 Photography and Recording

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

9.4 Public Meetings and Records

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

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

Addendum – Agreement and Adoption

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

Print name

Signature

Date