

**GILLIAM COUNTY
PUBLIC TRANSPORTATION ADVISORY COMMITTEE
BYLAWS**

ARTICLE I- NAME

The name of this Advisory Committee shall be Gilliam County Public Transportation Advisory Committee.

ARTICLE II - PURPOSE

This Advisory Committee is established in the interest of the citizens (seniors and people with disabilities, low-income individuals, and other users of the transportation system) of Gilliam County. The Advisory Committee's purpose is to make recommendations to the Gilliam County Court on matters that pertain to public transportation needs of Gilliam County citizens, to encourage and promote services that meet those needs, and to advocate for a range of Gilliam County transportation needs and services.

This Advisory Committee and these Bylaws are established to advise and assist Gilliam County in carrying out the purpose of the Statewide Transportation Improvement Fund (STIF) and Special Transportation Fund (STF) program requirements. This includes carrying out the statutory requirements as established under ORS 391.800 Elderly and Disabled Special Transportation Fund and under ORS 184.758(1)(b) and ORS 184.761. It also includes carrying out requirements as set forth under OAR Chapter 732, Division 40, Sections 0030 and 0035, Division 42, Section 0020, and Division 44, Section 0025.

As such, this Advisory Committee serves as the STF Advisory Committee and the STIF Advisory Committee for Gilliam County and the Gilliam County Court.

ARTICLE III- DEFINITIONS

Areas of High Percentage of Low-Income Households: STIF refers to "Low Income Household" as household total income of which does not exceed 200% of poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. (9902) (2) for the 48 contiguous states and D.C. Gilliam County defines a high percentage of Low-Income households as a geographic area with a higher percent of Low-Income Households than the statewide average.

Discretionary Fund: up to five percent of STIF funds to be disbursed to Public Transportation Service Providers, which includes Qualified Entities, through a competitive grant funding process, pursuant to ORS 184.758(1)(b).

Intercommunity Discretionary Fund: Up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process, pursuant to ORS 184.758(1)(c).

Low-Income Household: A household the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.

Non-Profit Public Transportation Service Provider Representative: A representative of a non-profit transportation service engaged in providing public transportation services within the County, regardless of whether or not this entity receives public transportation funding.

Person(s) with Disabilities: Individuals with disabilities which limit or constrain any aspect of their daily life, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and/or emotional disabilities.

Public Transportation Service Provider: A Qualified Entity, as established in OAR Section 732, Division 40, or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides Public Transportation Services.

Public Transportation Services means any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.

Representative of Low Income Individuals shall be a person representing the needs of low income transportation system users, and who is familiar through association with groups or individuals with special transportation needs of low income users.

Representative of Persons With Disabilities shall be someone representing the needs of disabled transportation system users, and who, through association with groups or individuals, or facilities serving persons with disabilities, is familiar with the special transportation needs of disabled users.

Senior Representative shall be someone, who may also be a senior, representing the needs of elderly transportation system users, and who is familiar through association with groups or individuals, or facilities serving seniors, with the special transportation needs of elderly users.

STIF Formula Fund: Up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Commission's approval of a STIF Plan, pursuant to ORS 184.758(1)(a).

STIF or Statewide Transportation Improvement Fund: The fund established under ORS 184.751.

STIF Plan: A public transportation improvement plan that is approved by a Governing Body and submitted to the Agency for review and approval by the Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.

ARTICLE VI - MEMBERSHIP

1. The Advisory Committee shall consist of five (5) members, to a maximum of eight (8) members. Members shall collectively represent Gilliam County including the communities of Arlington and Condon.
2. An Advisory Committee member shall be appointed for a period of two (2) years.
3. To be qualified to serve on the Advisory Committee, an individual must:
 - a. Reside within Gilliam County
 - b. Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from Gilliam County
 - c. Be one of the following:
 - i. A person who is an elderly or disabled individual and uses transportation services;
 - ii. A person who is an elderly or disabled individual and lives in an area where there are no public transportation services;
 - iii. A representative of a public transportation provider;
 - iv. A representative of low income individuals
 - v. A representative of elderly or disabled individuals.
4. Geographic diversity and balance of the membership qualifications identified in this Article shall be considered when appointing Advisory Members.
5. The Advisory Committee must include at least one member who is a member of or represents the following three groups:
 - a. Low income individuals
 - b. Individuals age 65 or older or people with disabilities
 - c. Public Transportation Service Providers or non-profit entities which provide public transportation service
6. A nominating subcommittee shall be appointed by the Advisory Committee to oversee recommendations for Advisory Committee appointments by Gilliam County Court.
7. The Gilliam County Court shall fill interim vacancies on the Advisory Committee from recommendations submitted by the Advisory Committee. The replacement shall serve the remainder of the predecessor's term.

8. The Advisory Committee may recommend removal of a member by the Gilliam County Court by a vote of two-thirds of the majority of all of the Advisory Committee members. Such removal shall be for a good cause. A member missing one-half (3) consecutive meetings a year, without just cause may be recommend for removal from the Advisory Committee.
9. Committee members who choose to resign should submit a letter or resignation to the Gilliam County Court. The appointed successor shall complete the term on the same day as the member being replaced.
10. Members of the Advisory Committee may be reimbursed for expenses incurred relative to business of the organization. Reimbursement requests will be submitted on the required form to the Gilliam County Transportation Coordinator on a regular basis.

ARTICLE V - COMMITTEE ROLE

Section 1 - Advisory Committee role related to STF: The advisory committee will perform the following:

1. Advise Gilliam County regarding the opportunities to coordinate STF moneys and STF-funded projects with other transportation programs and services to avoid duplication and gaps in service
2. Review the proposed distribution of Formula Program moneys and make recommendations to Gilliam County
3. Review Discretionary Grant proposals and make recommendations to Gilliam County
4. Participate in developing and updating of the STF Plan and Public Transportation Human Services Coordinated Plan
5. As necessary to perform these tasks, the Advisory Committee will develop processes and procedures to identify projects for potential funding. The Advisory Committee will review the projects proposed for funding, including the proposed recipient, project purpose, intended user of the service, and the proposed funding level
6. The Advisory Committee may recommend to Gilliam County any changes to the proposed distribution of Formula Program moneys or Discretionary Grant applications it considers necessary.

Section 2 – Advisory committee role related to STIF: The Advisory Committee will perform the following:

1. Advise Gilliam County on the development process of the STIF Plan, which will serve as an application for STIF Formula funds
2. Advise on the development of a definition for “high percentage of low-income households”

3. Review and prioritize projects proposed for inclusion in the STIF Plan and recommend a funding amount for each project
4. Review and recommend projects to receive STIF Discretionary Funds within Gilliam County
5. Review and recommend projects to receive STIF Intercommunity Discretionary Funds within Gilliam County
6. Advise Gilliam County regarding opportunities to coordinate STIF funded projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service
7. When reviewing projects proposed for STIF Formula Funds, the Committee must consider the following criteria:
 - a. Whether the proposed project would:
 - i. increase the frequency of bus service to communities with a high percentage of Low-Income Households;
 - ii. expand bus routes and bus services to serve communities with a high percentage of Low-Income Households;
 - iii. reduce fares for public transportation in communities with a high percentage of Low- Income Households;
 - iv. result in procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
 - v. improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
 - vi. increase Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service;
 - vii. expand student transit services for students in grades 9 through 12;
 - b. Whether the Project would maintain an existing, productive service;
 - c. The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
 - d. Other factors to be determined by the Qualified Entity or Advisory Committee such as geographic equity.

Section 3- Additional responsibilities

1. The Advisory Committee may be assigned additional tasks such as reviewing reports; inspecting equipment and facilities, or participating in planning and public engagement processes as appropriate to the functioning of the Advisory Committee.

ARTICLE VI – MEETINGS

1. Regular meetings of the Advisory Committee shall be held quarterly with location alternating between Condon and Arlington. Exception to this will require written notification to all members of the committee.
2. Advisory Committee members absent from three (3) consecutive meetings will be contacted by the Advisory Committee Chairperson to determine if they wish to continue serving. Failure to attend four (4) consecutive meetings will result in recommendation by the committee to the Gilliam County Court to replace the absent member.
3. Special meetings may be called by the Chairperson, or any other two members, with all members receiving a minimum 24-hour written notice explaining the reason for the meeting. A quorum must be present to conduct business.
4. Due to distance and schedules the Advisory Committee members may vote via email/per telephone contact as needed to conduct business in a timely manner. Deliberations prior to voting should not occur via email but may occur via a telephone conference call that members of the public may listen to via speaker phone.
5. A quorum of the Advisory Committee shall consist of a majority of all members present, either in person, tele/web-based conference attendance. A quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any action. A quorum must include at least one representative from Condon and one representative from Arlington.
6. In points of question, the proceedings of the Advisory Committee shall be governed by Roberts Rule of Order, as revised.
7. All meetings of the Advisory Committee shall adhere to Oregon public meeting law.
8. Written copies of Advisory Committee agendas, minutes, and By-Laws shall be made available to the public for a period of no less than six (6) years.
9. The Advisory Committee shall strive to seek public engagement in all its deliberative processes. The Advisory Committee will work with the Transportation Coordinator to ensure public access to information and public participation in priority-setting exercises and development of project funding recommendations. This will include publicizing meetings, holding public comment periods during Advisory Committee meetings, and holding public forums as appropriate.

ARTICLE VII – OFFICERS

1. At the first meeting of the fiscal year beginning July 1, the Advisory Committee shall elect by a majority vote a Chairman and Vice -Chair
2. Duties of the Chairperson are as follows:
 - a. Preside at all regular and special meetings of the Advisory Committee
 - b. Establish and appoint membership of sub-committees
 - c. Act as the official spokesperson for the Advisory Committee.
 - d. Perform such duties as the Gilliam County Court directs.

- e. Shall sign such correspondence or documents as may be necessary to the Committee's function.
3. The duties of the Vice Chairperson are as followings:
 - a. In the absence of the Chairperson or during his or her incapacity to act, shall perform the duties of that office.
 - b. Shall perform such other duties as may be assigned by the Gilliam County Court or Advisory Committee Chairperson.
 - c. Shall sign such correspondence or documents as may be necessary to the Advisory Committee's function.

All officers shall be elected for one year or until their successors are elected. No officer shall be eligible to serve more than four (4) two (2) consecutive years in the same office unless approved by the Gilliam County Court.

ARTICLE VIII – TRANSPORTATION COORDINATOR

1. The Transportation Coordinator shall act as an advisor to the Advisory Committee.
2. The duties of the Transportation Coordinator shall be as follows:
 - a. Issue public notices of all Advisory Committee meetings and oversee public engagement activities
 - b. Maintain agendas, minutes, and By-Laws and make available to the public for a period of no less than six (6) years.
 - c. Notify the County Court of all actions taken by the Advisory Committee.
 - d. Perform other duties as the Advisory Committee and Gilliam County Court directs.
 - e. Attend meetings and training as required to facilitate Gilliam County public transportation programs.
3. The Transportation Coordinator operates the transportation program under the direction of the Gilliam County Public Transportation Advisory Committee who make recommendations to the Gilliam County Court. The Transportation Coordinator may participate in meetings in the same manner as any other member, but shall not have a vote or be counted toward the establishment of a quorum.

ARTICLE IX – SUB COMMITTEES

1. Special Subcommittees of the Advisory Committee may be appointed by the committee. The subcommittees shall be time limited and issue oriented. Termination shall be at the discretion of the Advisory Committee Chairperson.
2. All recommendations by standing committees must be voted on and passed by a majority vote of a quorum, all committees shall be uneven numbers.
3. A quorum shall consist of a majority of all committee members present for the meeting (i.e. If there are 5 members, but only 3 are present for the meeting the quorum would be 2.)

