

Confederated Tribes of the Grand Ronde Community of Oregon

Elders' Committee Sub-Committee

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**Transportation Advisory Committee Bylaws**

**ARTICLE I – NAME AND PURPOSE**

1.1 Name: The name of this subcommittee shall be the Transportation Advisory Committee, a subcommittee of the Elders' Committee.

1.2 Purpose: The Committee shall serve as the Confederated Tribes of the Grand Ronde Community of Oregon's (the "Tribe") advisory Committee for the Tribe's Statewide Transportation Improvement Fund (STIF) and Special Transportation Fund (STF).

**ARTICLE II – COMMITTEE MEMBERSHIP**

2.1 A list of current members and the interests they represent is attached to these bylaws. Member contact information is considered private and will not be disclosed to any third party unless permission has been provided to do so.

2.2 Number of members: The Committee shall have at least 3, but no more than 5 members.

2.2 Appointment process: The Committee members are appointed by the Elders' Committee. Tribal Council may also appoint Ex Officio members to assist the Committee in their determinations.

2.3 Membership criteria: Committee members must meet the following criteria:

- (a) Be members of the Elders' Committee.
- (b) Be knowledgeable about the public transportation needs of residents or employees located within the Grand Ronde Tribe's area of responsibility.
- (c) Be knowledgeable about low income individuals and local public/non-profit public transportation services.

2.4 Terms of office, resignation, and vacancy: Committee member terms shall be three years. Terms begin on the day following their appointment by the Elders' Committee and end on the three year anniversary of their appointment. Should a member need to resign from the Committee, they may do so by informing the Elders' Committee in writing. Any vacancy may be filled by appointment by the Elders' Committee Chair.

2.5 Conditions of termination: A member's appointment may be terminated by the Elders' Committee under the following conditions: Unexcused absence for two Committee meetings or if it is determined by the Elders' Committee to be in the best interest of the Confederated Tribes of Grand Ronde.

2.6 Committee Officers: An election of Committee members will determine the Committee officers. Election of officers shall take place during a regular meeting of the Committee in accordance with the provisions of these bylaws. New officers shall be elected by a majority of the Committee members present at such a meeting, provided there is a quorum present. The

Committee's officers shall consist of a chair and vice-chair. Their duties are as follows:

- (a) The *Chair* shall convene regularly scheduled Committee meetings. The Chair represents the Committee at meetings and communications with Tribal Council.
- (b) The *Vice-Chair* shall chair committees on special subjects as designated by the Committee. The Vice-Chair shall convene the Committee meeting in the absence of the Chair.

### ARTICLE III - COMMITTEE MEETINGS

3.1 Meeting frequency, location and notice: The Committee will meet on an as needed basis but no less than twice a year or twice within the last 12 months. These meetings will be held at the Grand Ronde Elders Activity Center located at 48940 Blacktail Drive, Grand Ronde, OR 97347, between 12:00 Noon and 1:00 p.m. All action items will be voted on between 12:15. PM and 12:45 PM. Notice will be provided at least five days prior to a Committee meeting.

3.2 Meeting agenda: Committee meeting agendas will be provided to members approximately three days prior to the meeting. Background materials may be included with the agenda for pre-reading and meeting preparation.

3.3 Public notice of meetings: Public notice of meetings will be posted at least five days in advance when there is action to be taken by the Committee to allow reasonable time for the media and interested parties to react to the information. Public notice options include, but are not limited to: email lists, social media, website, local Grand Ronde newspaper, and posted meeting flyers.

3.4 Public engagement – STIF projects: The Tribe will advertise the opportunity for submitted proposals for STIF projects and the Tribe will advertise meetings of the Committee where formal decisions on STIF project suggestions will be discussed and recommendations decided upon.

3.5 Meeting records: Meeting discussions and outcomes will be documented by the Committee by appointing a meeting secretary or by Tribal staff assigned to the Committee. Agenda and minutes will be made publicly available. In addition to these materials each year the Tribe will provide an open house table at the annual community input meeting with Committee members manning the public transit open house table and collecting public comments. There will also be periodic surveys of riders and the local membership regarding public transit services. Written copies of meeting materials will be available to the public for no less than six years, pursuant to OAR 732-040-0030(4)(b).

3.6 Members: Members of the Committee are asked to:

- (a) Come prepared to achieve meeting objectives described in the published agenda.
- (b) Listen and appreciate a diversity of views and opinions.
- (c) Actively participate in the group.
- (d) Focus on the agreed scope of the group operation.

- (e) Attend all meetings in a timely manner.
- (f) Notify the Committee Chair and the Planning & Grants Manager of the Tribe if unable to attend a meeting.
- (g) Support and respect each other.

3.7 Meeting attendance: For meetings to take place in an effective way, a minimum of two members must be present (quorum). Meeting attendance is mandatory unless previously arranged with the Committee Chair. Proxy representation is not permitted.

3.8 Conflict of interest: Any apparent, potential or perceived conflict of interest in matters that may be considered by the Committee should be declared to the Committee to ensure the group's future accountability, transparency and success.

3.9 Voting on Committee Business: Each Committee member shall have one vote including the Chair.

#### **ARTICLE IV - DUTIES**

##### 4.1 STIF Duties:

- (a) The Committee will advise and assist Tribal Council (STIF Agency governing body over STIF public transit funding and activities) in carrying out the purpose of the STIF and prioritizing projects to be funded by STIF moneys as set forth under OAR Chapter 732, Division 40, Sections 0030 and 0035, Division 42, Section 0020, and Division 44, Section 0025.
- (b) The geographic area for which the Grand Ronde Tribe is responsible to provide STIF Formula Fund moneys includes the unincorporated community of Grand Ronde, the Grand Ronde Reservation and adjacent counties for connecting the community to adjacent cities for employment, housing, and services including Polk and Yamhill counties and Lincoln and Marion counties with the cities of Lincoln City, McMinnville, Dallas, Salem and Tillamook.
- (c) When making recommendations, consideration of "high percentage of low income households" shall mean low income households within the Grand Ronde community service area with a total household income at or below 200% of poverty and areas with a high percentage of such households as identified by the Tribe for STIF planning and services.
- (d) The Committee will:
  - (1) Advise Tribal Council on the development process of the STIF Plan.
  - (2) Review and prioritize projects proposed for inclusion in the STIF Plan and recommend a funding amount for each project.

- (3) Review and recommend projects to receive STIF Discretionary Funds within the Grand Ronde Tribe's area of responsibility. The Committee shall advise Tribal Council in the review of grant applications for acceptance, rejection, or prioritization for funding from the Discretionary Fund and Intercommunity Discretionary Funds.
- (4) Review and recommend projects to receive STIF Intercommunity Discretionary Funds within the Grand Ronde Tribe's area of responsibility.
- (5) Advise the tribal Council 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.
- (6) The Committee has no formal delegated powers of authority to represent the Tribe or Tribal Council or commit to the expenditure of any fund. The Committee will submit recommendations to Tribal Council who is responsible for STIF plans and funding.
- (e) Formula Fund recommendations from the STIF Advisory Committee will be considered by the Grand Ronde Tribal Council in preparation of a STIF Plan.
- (f) Discretionary Fund and Intercommunity Discretionary Fund recommendations from the STIF Advisory Committee will be considered by ODOT when awarding STIF discretionary grants.

#### 4.2 STF Duties:

- (a) The Committee will advise and assist Tribal Council, the governing body of the STF Agency, in carrying out the purposes of ORS 391.800 to 391.830.
- (b) The Committee will:
  - (1) Advise Tribal Council 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 Tribal Council.
  - (3) Review Discretionary Grant proposals and make recommendations to the Tribal Council.
  - (4) Participate in developing and updating of the STF Plan.
  - (5) As necessary to perform these tasks, the Committee will develop processes and procedures to identify projects proposed for funding, including the proposed recipient, project purpose, intended user of service, and the proposed funding level.

- (c) The Committee may recommend to Tribal Council any changes to the proposed distribution of Formula Program moneys or Discretionary Grant applications it considers necessary.

(d) The Committee may also review reports and proposed intergovernmental agreements for transit services.

#### **ARTICLE V - COMMITTEE STIF REVIEW PROCESS**

5.1 The Committee shall advise Tribal Council on the development of the STIF Plan process and prioritize projects proposed to receive Formula Funds.

5.2 The Committee shall:

- (a) Participate in public engagement activities such as the annual community input meeting's transit open house table and surveys.
- (b) Request information.
- (c) Review all projects proposed for STIF Plan inclusion.
- (d) Recommend projects for STIF Plan inclusion.
- (e) Consider the criteria outlined in OAR 732-042-0020.
- (f) Advise Tribal staff on how to coordinate STIF-funded projects.
- (g) Monitor projects once funded (e.g. ridership.)
- (h) Committee decision-making process is by consensus but if there is no consensus then by voting.

5.3 STIF Formula Funds: When reviewing STIF Formula Fund Projects, as described in OAR 732-042-0020, the Committee shall consider whether Project goals meet public transportation needs and are a responsible use of public funds and whether the Project would:

- (a) Increase the frequency of bus service to communities with a high percentage of Low- Income Households.
- (b) Expand bus routes and bus services to serve communities with a high percentage of Low-Income Households.
- (c) Reduce fares for public transportation in communities with a high percentage of Low- Income Households.
- (d) 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.
- (e) Improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area.
- (f) Increase Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service.

- (g) Expand student transit services for students in grades 9 through 12.
- (h) Maintain an existing, productive service.
- (i) Meet other factors to be determined by the Tribal Council or STIF Advisory Committee.

5.4 STIF Discretionary and Intercommunity Discretionary Funds: The Committee shall advise Tribal Council in the review of grant applications for acceptance, rejection, or prioritization for funding from the Discretionary Fund and Intercommunity Discretionary Funds, consistent with OAR 732-044-0025.

5.5 Committee members are required to consider the following criteria when reviewing projects under the discretionary STIF Funds as described in OAR 732-044-0025:

- (a) Supports the purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000, which includes:
  - (1) The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding.
  - (2) The Intercommunity Discretionary Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network.
  - (3) Improves public transportation service to Low-Income Households.
  - (4) Improves coordination between Public Transportation Service Providers and reduces fragmentation of Public Transportation Services.
- (b) Consistent with Oregon Public Transportation Plan goals, policies, and implementation plans, including:
  - (1) Integrated public transportation planning where affected communities planned or partnered to develop proposed Project.
  - (2) Technological innovations that improve efficiencies and promote a seamless and easy to use Statewide Transit Network.
  - (3) Advancement of State greenhouse gas emission reduction goals.
  - (4) Support or improvement of a useful and well-connected Statewide Transit Network.
  - (5) Does not substantially rely on discretionary state funding beyond a pilot phase for operations projects.
- (c) Supports geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal).
- (d) Meets any additional criteria established by the Commission.