

# **OREGON TRANSPORTATION SAFETY COMMITTEE (OTSC)**

## **Bylaws**

### **I. Purpose and Scope**

The Governor's Advisory Committee (OTSC) was established by ORS 802.300. The Transportation Safety Committee (Committee) was created within the Department of Transportation to advise the department and the Oregon Transportation Commission concerning the functions described under ORS 802.310 and to perform any other functions related to transportation safety that the commission delegates.

### **II. Membership**

The Committee established under this section consists of five members appointed by the Governor on the recommendation of the ODOT Transportation Safety Office (TSO) Administrator.

### **III. Terms**

The term of office for each member is four years. Before the expiration of the term for a member, the Governor appoints a successor. Members whose terms have expired continue to serve until new successors are appointed. In case of a vacancy for any cause, the Governor appoints a person to fill the office for the unexpired term.

### **IV. Election of Officers**

The committee chairperson and vice-chairperson is recommended by the Committee, and may be appointed by the Governor. In addition to serving as the presiding officers, the chairperson and vice-chairperson have all the rights and responsibilities of any other member of the committee. The TSO Administrator serves as the legislative analyst and staff support. Other TSO personnel serves as administrative assistants.

## V. Committee Duties

The primary role of the Committee is to support and assist in formulating administrative and legislative goals and objectives for functions related to transportation safety and to monitor their implementation. The Committee broadly represents the issues relating to the Legislative Assembly, public and private organizations involved in transportation safety and the general public. Individual committee member duties include:

Presiding officer. The chairperson presides at the committee meetings. In the absence of the chairperson, the vice-chairperson presides. In the absence of both the chairperson and vice-chairperson, the longest servicing member of the committee who is present presides. The presiding officer is responsible for the efficient and orderly conduct of the meetings. The presiding officer has the authority to impose reasonable restrictions, such as limiting the length of testimony or comments to relevant topic. The presiding officer may establish subcommittees if necessary to respond to legislative or other activities that affect transportation safety in Oregon.

Committee member responsibilities include:

- (a) Regular and on-time attendance at meetings
- (b) Notifying the committee staff liaison if unable to attend a meeting
- (c) Preparing for committee meetings by reviewing minutes and other material provided in advance of the meetings
- (d) Understanding and following the democratic process
- (e) Examining available and relevant information before making decisions
- (f) Recognizing that the committee serves the public interests
- (g) Testifying before legislative committees on behalf of the committee in support or opposition to legislative measures when appropriate

Committee member responsibilities also include, per ORS 802.310:

- (a) Organize, plan and conduct a statewide transportation safety program.
- (b) Coordinate general activities and programs of the several departments, divisions or agencies of the state engaged in promoting transportation safety.
- (c) Provide transportation safety information and develop other measures of public information.
- (d) Cooperate fully with all national, local, public and private agencies and organizations interested in the promotion of transportation safety.
- (e) Serve as a clearinghouse for all transportation safety materials and information used throughout the state.
- (f) Cooperate in promoting research, special studies and analysis of problems concerning transportation safety.
- (g) Make studies and suitable recommendations to the legislature concerning safety regulations and laws.

## **VI. Committee Protocols**

### **Meeting Intervals**

The committee meets monthly on dates established and agreed upon by the members or upon the direction of the chairperson. Committee meetings will be held at pre-designated and agreed upon locations unless the chairperson designates an alternate location. Members may attend meetings and may vote via telecommunication, if necessary, and pre-approved by the chairperson. Committee meetings will be posted on the Oregon TSO website and may also be noted in press releases. From time to time, when necessary, a scheduled meeting may be rescheduled or canceled by agreement of the Committee or upon direction of the chairperson.

### **Rules of Order and Parliamentary Procedure**

The most current version of the *Robert's Rules of Order* should be followed at committee meetings.

### **Quorum Requirements for Meetings**

A quorum is required to transact Committee business. A majority of the committee constitutes a quorum. If a quorum is not present, members may engage in discussion of issues but not take official action or otherwise exercise the authority of the Committee. Committee vacancies are treated the same as members absences for purpose of determining a quorum.

### **Quorum Requirements for Official Action**

When a quorum is present, the Committee may take official action and exercise the authority of the Committee. All official actions of the Committee must be taken by membership vote. Any member may propose a motion for the action of the Committee. A second is required. The presiding officer may call for discussion on the motion. After discussion, or if no member wishes to speak on the motion, the presiding officer calls for a vote. In order for a vote to be valid, at least a majority of the entire Committee must concur with the results.

### **Voting**

The vote of each member must be recorded for each action taken. Members who abstain from voting must state a reason for the abstention.

## **VII. Meeting Agendas**

To ensure that committee members can be adequately prepared for the meetings, and that the public receives notice of meetings, meeting agendas will be prepared and distributed two weeks prior to the scheduled meetings. Any individual may request an item be placed on the agenda. A request must be received in writing at least 30-days prior to the date of the scheduled meeting and include:

- (a) A written statement explaining the subject matter of the item
- (b) The action or result requested, if applicable
- (c) The amount of time requested
- (d) Any other documents relevant to the item

Committee members may request an item be placed on the agenda:

- (a) The member will discuss the proposed agenda item with the chairperson or vice-chairperson prior to the meeting and it being placed on the agenda
- (b) The chairperson will determine if the request meets the parameters of the committee's oversight
- (c) Any committee member may add an item to the agenda if received within a reasonable time prior to the meeting
- (d) During meetings, the committee may request limited amendments but not add action items without approval from the chairperson or vice-chairperson

## **VIII. Public Attendance and Participation**

To encourage public input into the Committee's decision-making process, the following outlines the procedures for public participation during committee meetings:

- (a) All committee meetings are open to the public except when the Committee meets in executive session.
- (b) The Public Meeting Law does not guarantee public participation in a meeting.
- (c) The presiding officer is responsible for ensuring orderly meetings and may depart from established procedures to invite public input.

## **IX. Committees and Subcommittees**

The Committee or chairperson may designate committees or subcommittees (including workgroups or task forces) to assist the Committee in carrying out various responsibilities.

The OTSC bylaws do not apply to committees and subcommittees governed by separate State protocols according to the nature of the group.

## **X. Agency /Organization Liaisons**

The Committee welcomes and encourages liaison representation from various federal, state, local, and private agencies involved in traffic safety. Agency liaisons are approved by the Committee, and include, but are not limited to:

- (a) Oregon State Police
- (b) Clear Alliance
- (c) Emergency Medical Services
- (d) Traffic Records Coordinating Committee
- (e) Oregon Impact
- (f) Driver and Motor Vehicle Services Division
- (g) Governor's Advisory Committee on Driving Under the Influence of Intoxicants
- (h) Governor's Advisory Committee on Motorcycle Safety
- (i) Safe Routes to School Advisory Committee
- (j) Speed Zone Review Panel
- (k) Highway Safety Engineering Committee
- (l) Driver Education Advisory Committee
- (m) Judicial Outreach
- (n) National Highway Traffic Safety Administration
- (o) Oregon Health Authority
- (p) Oregon Liquor and Cannabis Control

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