

# HB2017 Transit Advisory Committee Bylaws

Updated August 10, 2022

- I. Committee Name
  - A. The committee shall be known as the HB2017 TRANSIT ADVISORY COMMITTEE (Committee).
- II. Committee Purpose
  - A. As required by HB 2017, Section 122o(1), to advise and assist the TriMet board and staff in prioritizing plans or projects to be funded from the moneys received from the Oregon Department of Transportation to improve and/or expand public transportation services in:
    - i. the Qualified Entity (QE) area for the Portland Metropolitan region (i.e., the TriMet service district) and
    - ii. the areas outside the QE area but inside Clackamas, Multnomah, and Washington counties.
- III. Committee Operation
  - A. Meetings will be held no less than twice annually. The exact number of meetings will be determined by need. Meetings will be noticed in accordance with Oregon's open meetings rules.
  - B. The Co-chairs will work with the QE staff to develop an agenda for each meeting.
  - C. Meeting sessions will be limited to approximately two hours.
  - D. Discussion to obtain consensus will be the prevailing procedure used at meetings. If consensus cannot be reached, a vote will be taken and the majority of those present shall prevail. Minority reports will be available to communicate alternate views. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.
  - E. A quorum will consist of a simple majority of appointed members or alternates. The act of the majority of the members (or designated alternates) present at meetings at which a quorum is present shall be the act of the Committee. If a quorum is not present, decisions may be moved forward through electronic communications of the members if a majority of members respond.
  - F. Meeting minutes will be recorded for each meeting. They will be posted to the QE website.
  - G. All full committee meetings are public meetings and will be conducted in accordance with Oregon's open meetings rules.
  - H. Public testimony will be heard at all full committee meetings.
  - I. The committee will seek public, interested community and service provider input to the development of a recommended plan or projects either directly or through TriMet staff assistance.
- IV. Subcommittees
  - A. Subcommittees may be formed as necessary.
  - B. Subcommittees may be of any size, but will usually include three or four members.
  - C. Subcommittees will elect their own chairs.
- V. Committee and Subcommittee Officers
  - A. Committee and subcommittee officers will be elected by a simple majority.
  - B. Committee and subcommittee officers will serve a two-year term and may be re-

- elected for additional terms.
- C. Officers will include a chair or co-chairs at the discretion of the committee or subcommittee.
- C. Committee and subcommittee officers will be elected at the first meeting of each new planning cycle.
- D. The subcommittee chair or co-chairs shall represent the subcommittee in meetings of the full advisory committee.

## VI. Committee Membership

- A. The committee must have a minimum of 7 members and include people of color representing multiple races and ethnicities.
- B. Committee members must reside or work in the TriMet district or Clackamas, Multnomah, and Washington counties.
- C. Committee members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and/or from the TriMet district or Clackamas, Multnomah and Washington counties.
- D. At a minimum, the committee must have members that represent:
  - i. Low income households
  - ii. People with disabilities
  - iii. Seniors
- E. Additional members not representing low income households, seniors or people with disabilities must represent one of the following:
  - i. Local government, including staff, and/or a representative from each county identified by each government entity with authority to represent their jurisdiction.
  - ii. Public transportation providers
  - iii. Neighboring public transportation service providers
  - iv. Employers
  - v. Employees
  - vi. Social and human service agency
  - vii. Transit dependent users
  - viii. Social equity advocates
  - ix. Environmental advocates
  - x. Bicycle and pedestrian advocates
  - xi. People with limited-English proficiency
  - xii. Educational institutions
  - xiii. Riders (one from each TriMet Board member district)
- F. Members on the committee by virtue of an elected position or through their affiliation with a specific organization are eligible to serve on the committee only for as long as they hold office or remain with their organization.

## VII. Member Responsibilities

- A. Each member is expected to attend meetings and to participate in committee activities.
- B. Each member is expected to study the issues or problems which come before the committee in order to contribute to the resolution process.
- C. If an entity is not represented at two consecutive meetings by either the member or alternate, the co-chairs may ask the member to appoint a replacement member or replacement alternate who can more reliably attend meetings.
- D. The co-chairs may recommend to the TriMet board replacement of members that have missed more than four consecutive meetings or who have otherwise exhibited

an ongoing lack of interest in continued participation in the committee.

- E. Each member must avoid conflicts of interest between their position as a committee member and their personal life. They must declare any personal, financial, civic, or business interest regarding contracts, programs, or transactions that TriMet may enter into, as soon as such conflict or the possibility of conflict arises. Members must abstain from discussion, decision-making and/or voting on an issue if a conflict of interest arises. Members do not have a conflict of interest if their organization benefits from a committee decision, but they do not personally benefit from the decision.

#### VIII. Member Appointment and Alternates

- A. Members shall be appointed by the TriMet Board of Directors.
- B. By notification of the committee, members may appoint alternates, including staff, with the authority to vote.
- C. If both members and alternates attend, only one may cast a vote.
- D. Alternates will be considered for purposes of determining a quorum.
- E. Terms will be for two years with the opportunity for reappointment up to three additional terms (8 years total).
- F. Terms will be staggered to ensure continuity.
- G. The TriMet board retains ultimate authority to remove, reappoint or otherwise change the composition of the committee.

#### IX. Definition of High Poverty Areas

- A. The STIF rules require that a definition of areas with a high percentage of low income households be included in the committee bylaws.
- B. As determined by the Committee, areas with a high percentage of low income households are US Census block groups with the highest quartile scores derived from TriMet's Transit Equity Index.
- C. TriMet's Transit Equity Index assigns a score to US Census block groups based on the following ten factors:
  - i. Pct. population non-white and/or Hispanic/Latino
  - ii. Pct. households below 200% federal poverty level
  - iii. Pct. population speaking English less than "very well"
  - iv. Pct. population with a disability
  - v. Pct. population age 65 and over
  - vi. Pct. population age 21 or under
  - vii. Pct. households with zero vehicles OR 2+ workers and one vehicle
  - viii. Rental housing w/ rent under \$800 and/or affordable owner-occupied or available for sale valued at \$175,000
  - ix. Jobs with earnings of \$3,333/month or less
  - x. Access to Services
    - 1. Human & Social Services: NAICS codes Individual and Family Services (624190), Child and Youth Services (624110), Services for Elderly and Persons with Disabilities (624120), Temporary Shelters (624221), and Other Community Housing Services (624229)
    - 2. Key Retail Services: NAICS codes Supermarkets and Grocery Stores (445110), Financial Institutions (522110), Barber & Beauty Shops/Salons (812111 & 812112), Laundries & Dry Cleaners (812310 & 812320), Hardware Stores (444130), Pharmacies & Drug Stores (446110)
    - 3. Schools: Community colleges, High Schools, Middle or junior high

schools, Skill center or alternative schools

X. Eligible Projects and Process

- A. The STIF committee will meet regularly to develop the STIF plan. Projects eligible for funding in the plan include:
- i. increases in the frequency and span of transit service schedules in communities with a high percentage of Low-Income Households;
  - ii. expansion of coverage of transit routes and services to reach communities with a high percentage of Low-Income Households;
  - iii. implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households;
  - iv. procurement of buses that are powered by natural gas, electricity or other low or no emission propulsion;
  - v. services and capital purchases, including vans, shuttles, or similar sized vehicles using any fuel type, for the improvement of the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
  - vi. services and capital purchases, including vans, shuttles, or similar sized vehicles using any fuel type, to facilitate coordination between Public Transportation Service Providers (PTSP) to reduce fragmentation in the provision of transportation services;
  - vii. services and capital purchases, including vans, shuttles, and paratransit vehicles using any fuel type, for older adults and people with disabilities; and
  - viii. the provision of student transit services for students in grades 9 through 12.
- B. TriMet staff will propose and the committee will review discuss, revise if needed and approve:
- i. updated individual poverty maps for the QE area and the areas outside the QE area, but inside Clackamas, Multnomah, and Washington counties;
  - ii. updated STIF funding allocation means for the QE area, including jurisdictions outside the TriMet district boundary;
  - iii. STIF revenue projections for the upcoming biennium;
  - iv. approve proposed projects and funding levels for all projects listed in VIII.A.i. through VIII.A.viii. for both the TriMet Service district and the areas outside the TriMet Service district but inside of Washington, Multnomah, and Clackamas Counties
  - v. TriMet staff, PTSPs, and/or Committee Members can propose funding levels for projects in addition to those listed in VIII.A.i. through VIII.A.viii. as long as they qualify for funding. The committee will review, discuss, revise if needed, and approve funding levels for such projects.

XI. Adoption and Amendment

- A. To become effective, bylaws and amendments must be approved by the TriMet board of directors and by the Advisory Committee.
- B. Suggested changes to the bylaws may be forwarded to the TriMet board for consideration through a majority vote of the membership.
- C. Written notice must be delivered to all members and alternatives at least 30 days prior to any proposed action to amend the bylaws.