



**Coos County Area Transportation District's
Statewide Transportation Improvement Fund Advisory Committee
Bylaws
2022**

ARTICLE 1- Committee Name

The Advisory Committee shall be known as the Special Transportation Improvement Fund Advisory Committee Hereinafter referred to as the ("STIF Advisory Committee", "Committee" or Advisory Committee)

ARTICLE 2- Committee Purpose

As required under HB 2017, Section 122(o)(1), The Coos County Area Transportation District (CCATD) as the Qualified Entity ("QE") shall appoint an advisory committee to advise and assist the governing body in prioritizing plans or projects to be funded from the Special Transportation Improvement Fund ("STIF") through the Oregon Department of Transportation.

ARTICLE 3- Definitions

The following definitions apply to the terms used in these Bylaws:

1. "Agency" means the Oregon Department of Transportation
2. "Areas of High Percentage of Low-Income Households" shall mean the geographic areas within Coos County which are determined to have a high percentage of low-income households. Pursuant to OAR 732-040-0035(2)(a), it shall be the responsibility of the Advisory Committee to gather data and to seek public input, and to make a determination as to the areas of Coos County in which there exist high percentages of low-income households, and to publish said determination in its Committee minutes and printed public materials. This committee has generally defined all of Coos County to have a high percentage of low-income households.
3. "Area of Responsibility" means the geographic area for which each Qualified Entity (QE) is responsible to provide STIF Formula Fund moneys. The Area of Responsibility is the geographic area within Coos County's jurisdictional boundaries.



4. “Biennium” (plural, “Biennia”) means a two-year period which runs from July 1st of an odd-numbered year to June 30th of the next odd-numbered year.
5. “Calendar Year” means the year which begins on January 1st and ends on December 31st.
6. “Coordinate” (“Coordination”) means meet and develop sub-allocation methods, plans, programs, and/or schedules with other Public Transportation Service Providers and non-profit public transportation service providers with the intent of developing efficient and seamless public transportation services and reducing gaps in service.
7. “Discretionary Fund” references ORS 184.758(1)(b) whereby 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.
8. “Fiscal Year” means the Agency’s fiscal year which begins on July 1st and ends on June 30th.
9. “Governing Body” means the decision-making body or board of a Qualified Entity. For Coos County Area Transportation District is the CCATD Board of Directors.
10. “Local Plan” means a local or regional public transportation plan, which may include adopted policy(ices) that is developed and approved by the Governing Body of a Qualified Entity or Public Transportation Service Provider and includes, at a minimum:
 - (A) A planning horizon of at least four years;
 - (B) An existing and future conditions analysis that includes:
 - (a) Current and forecast population and demographics, including locations of people who are often transit dependent, including low-income households, individuals of age 65 or older, youth, and individuals who are racially and ethnically diverse;
 - (b) Locations of existing housing, employment centers, medical and social and human services centers, major destinations, and other locations with needs for public transportation services and programs;



- (c) Inventories of current Public Transportation Services located within, adjacent to, or with the reasonable potential to connect to the local or regional public transportation services, as applicable;
 - (C) Prioritized lists of public transportation improvements and capital projects and;
 - (D) Identified opportunities to Coordinate public transportation services within and outside the county, district, or tribal area and with other agencies and areas to improve efficiency and effectiveness of service and reduce gaps in service;
 - (E) Local Plans include but are not limited to: Coordinated Public Transit Human Services Transportation Plans, Transportation System Plans, Transit Development Plans, and Transit Master Plans.
11. "Intercommunity Discretionary Fund" references ORS 184.758(2)(c) whereby up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process.
12. "Low-Income Household" means a household's 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.
13. "Major Destination" shall mean a well-known and commonly recognized destination within the district, which may either be at one physical location (ex. Coos County Court House) or a group of destination locations within an industry (ex. Medical Services Complex).
14. "Payroll-Based Formula" means the portion of STIF Formula Funds disbursed per ORS 184.758(5).
15. "Person(s) with Disabilities" shall mean 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.
16. "Persons with Limited English Proficiency" shall be persons who did not speak English as their original language and who may have limited proficiency in either speaking or understanding written or spoken English, or both.



17. "Population-Based Formula" means the portion of STIF Formula Funds disbursed per ORS 184.758(3).
18. "Practicable" means Public Transportation Services within the Qualified Entity's area of responsibility that can feasibly and efficiently be used by students in grades 9 through 12 to commute to or from school.
19. "Project" means a public transportation improvement activity or group of activities eligible for STIF moneys and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discretionary activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a geographic area or new service, such as a new route(s) that includes purchase of a transit vehicle, and maintenance and operations on the new route(s).
20. "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 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.
21. "Qualified Entity" means Coos County Area Transportation District ("CCATD").
22. "Recipient" means a Qualified Entity or Public Transportation Service Provider that has a STIF Plan approved by the Commission or enters into an agreement directly with the Agency to receive STIF funds.
23. "STIF Advisory Committee" means a committee formed by a Qualifying Entity ("QE") to assist them in carrying out the purpose of the Special Transportation Improvement Fund ("STIF") and the Advisory Committee requirements specified in ORS 184.761(1). Referred to as the, "STIF Advisory Committee" or "Committee"



24. "STIF Formula Fund" means 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(2)(a).
25. "STIF" or "Statewide Transportation Improvement Fund" means the fund established under ORS 184.751
26. "STIF Plan" means a public transportation improvement plan that is approved by a Governing Body and submitted to the Agency for review and approval by the Commission for the Qualified Entity to receive a share of the STIF Formula Fund.

ARTICLE 4- Ethics

Section 1.

Conflict of Interest:

A potential or actual conflict of interest shall be declared by any committee member who has or may have a conflict of interest defined by Oregon law ORS 244.020 prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires declaration of an actual conflict of interest

Section 2.

Accepting Gifts or Financial Gain:

Members of the STIF Advisory Committee must comply with the Oregon Ethics Laws, ORS Chapter 244, and must refrain from using their position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest. Members and their relatives and members of their household must refrain from accepting gifts of more than \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the STIF Advisory Committee.



ARTICLE 5- Appointment, Membership, Qualification, Terms, Officers, and Participation

Section 1.

Appointment:

Members of the STIF Advisory Committee are appointed by the CCATD Board of Directors and serve at the pleasure of the Board. Committee Members will be selected through an application process that will consider the qualifications required which include members who represent the diverse interest, perspectives, geography, and demographics of the District.

Section 2.

Number of Members:

The STIF Advisory Committee shall consist of no less the five (5), and no more than seven (7) members appointed directly by the CCATD Board of Directors.

Section 3.

Qualifications of Members:

1. To be qualified to serve on the STIF Advisory Committee an individual must:
 - a. Reside or work within Coos County.
 - b. Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the Transportation District;
 - c. Be a person who is a member of or represents one or more of the following categories:
 1. Local governments, including land use planners;
 2. Public Transportation Service Providers;
 3. Non-profit entities which provide public transportation services;
 4. Neighboring Public Transportation Service Providers;
 5. Employers;
 6. Public health, social and human service providers;
 7. Transit users;
 8. Transit users who depend on transit for accomplishing daily activities;
 9. Individuals age 62 or older;
 10. People with disabilities;
 11. Veterans;



12. Low-income individuals
 13. Social equity advocates;
 14. Environmental advocates;
 15. Black, indigenous and people of color;
 16. Bicycle and pedestrian advocates;
 17. People with limited English proficiency;
 18. Educational institutions;
 19. Major destinations for users of public transit.
- d. The Advisory Committee must include a least three members who, separately, are members of or represent each of the following four groups:
1. low-income individuals;
 2. individuals age 62 or older ;
 3. People with disabilities
 4. Public Transportation Service Providers or non-profit entities which provide public transportation services.

Section 4.

Terms of Service:

Advisory Committee member terms shall be two (2) years in length. Terms begin on the date appointed and end on the same date, after two years of service.

Section 5.

Officers:

The officers of the STIF Advisory Committee shall be Chair and Vice-Chair. The Chair and Vice Chair shall be elected from the Committee membership during the first meeting of each fiscal year and serve a term of 12 months, provided there is a quorum.

- A. The Chair shall have the responsibility to call and convene meetings, preside over the meetings, act as the primary liaison between the Board of Directors and the STIF Advisory Committee;
- B. The Chair will perform other duties assigned by the Board of Directors consistent with the purpose of the Committee. The Chair, on behalf of the of the Committee, shall present reports to the Board of directors that are necessary to execute all the responsibilities of the STIF Advisory Committee;



- C. The Vice-Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

Section 6.

Removal and Vacancies:

Members of the STIF Advisory Committee shall serve at the pleasure of the CCATD Board of Directors and may be removed with or without cause at any time, at the sole discretion of the Board.

All members are expected to attend the scheduled meetings. Except in cases of emergency, all members who are unable to attend a scheduled meeting, must contact District Staff or the Chair at least 24 hours or one business day in advance. The Chair may excuse the absence of a member for good cause. A member who fails to notify the Committee for two consecutive meetings or misses more than two meetings over a one-year period, will be reported to the CCATD Board, and the Board may declare that person's position vacant.

The Committee may recommend removal of one of its members to the CCATD Board of Directors by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the CCATD Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of his or her predecessor. The Board of Directors may select an appointee from among people expressing an interest in such appointment, or from a call for applications for the position.

ARTICLE 6 - Committee Members Procedure and Duties

Section 1.

Procedure and Duties:

- A. Review and advise staff on the development of the local STIF plan, consistent with the guidelines set forth under OAR 722-042-0015 STIF Plan Contents;
- B. When the project list is submitted by CCATD staff, to the STIF Chair, CCATD staff will distribute the materials and will set a schedule for its review, deliberation and recommendation. The schedule may be modified by the STIF Advisory Committee upon a majority votes at any subsequent meeting;
- C. In a manner consistent with OAR 184.751-184.766 and implementing regulations, STIF Advisory Committee shall review all projects proposed for



inclusion within the STIF Plan, and prioritize the approved projects, including the funding level for each project to be included within the STIF Plan;

D. The STIF Advisory Committee may propose changes to the policy or practices of the Board of Directors when the STIF Advisory Committee considers that such changes are necessary to ensure that the project/plan meet the following criteria:

1. whether the project/plan expands frequency, bus routes and bus service to serve areas with a High percentage of Low Income Individuals;
2. whether the project/plan reduces fares for public transportation for Low Income Individuals;
3. whether the project/plan will improve the frequency and reliability of service connections between communities inside and out-side of the CCATD's service area;
4. whether the project/plan increases the coordination between Public Transportation Service Providers to reduce fragmentation of service and fill service gaps;
5. whether the project/plan will maintain a productive service funded by the STIF Formula funds during a previous cycle;
6. whether the project/plan proposal submitted does not fragment the provision of public transportation;
7. when practicable, whether the project/plans provide student transit services for students in grades 9 through 12;
8. that the Public Transportation Service Provider that has received funding under ORS 184.758 has applied the moneys received in accordance with and for the purposes describe in the provider's plan;
9. other factors to be determined by the District.

E. Pursuant to OAR 732-040-0030 (4) (a), the STIF Advisory Committee during their review of proposals, shall ensure the QE that the project/plan(s) meet the definition of "High Percentage of Low-Income Households" under ARTICLE 3 Definitions, (2).

F. The STIF Advisory Committee may advise the CCATD Board of Directors regarding opportunities to coordinate projects with other local or regional transportation programs and services to improve service delivery and reduce gaps in service for people residing and traveling into and out of CCATD's geographic territory.



G. The QE may accept the Advisory Committee's recommendation to approve or reject a Project proposal and consider the Advisory Committee's recommended prioritized list of Projects, may return it to the Advisory Committee for modifications, or may modify it prior to inclusion in the STIF Plan for submittal to the Agency. If the QE modifies the Advisory Committee's recommendation, it shall inform any affected Public Transportation Service Provider of all modifications and the explanation for such changes.

ARTICLE 7- Meeting Requirements

Section 1.

Staff Role and Responsibilities:

The CCATD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the STIF Advisory Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the STIF Advisory Committee's work.

Section 2.

Regular Meetings:

The STIF Advisory Committee will meet at least two times each year as required by statute but may meet as often as necessary to carry out the responsibilities of the STIF Advisory Committee. CCATD District staff and the Chair will confer as to the meeting schedules so that the meetings are advertised in accordance to law. Meetings will be held at the CCATD Administrative office or other place designated by the District in consultation with the STIF Advisory Committee Chair.

Section 3.

Special Meetings:

Special meetings may be called by the Chair or by the Board of Directors by giving the members and the media at least 24 hours' written or verbal notice.

Section 4.

Quorum:

A simple majority of the appointed, and filled, voting members shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the STIF Advisory Committee.



If a committee Member is unable to attend a meeting in person, there is an option to attend telephonically.

Section 6.

Voting:

Each committee member shall have one vote. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting;

Section 7.

Agenda:

The STIF Advisory Committee Chair, with assistance of the CCATD District staff, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the CCATD Board of Directors. Agendas of all meetings shall be posted in advance as required under existing District policy and filed with the CCATD Board of Directors.

Section 8.

Notice:

All members shall be given written notice of time, date, location and purpose of the meetings at least four (4) days before a regular meeting and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than four (4) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

Section 9.

Meeting Minutes:

Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflict of interest shall be noted. Minutes of all meetings shall be posted following all meetings as required under existing District policy and filed with the CCATD Board of Directors.



ARTICLE 8- Public Records, Meeting Law and Public Engagement

Section 1.

Public Records and Meeting Law:

The Committee is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to Oregon public records and meetings. Pursuant to OAR 732-040-0035(2)(b), written copies of committee agendas, minutes, and By-laws shall be made available to the public for a period of no less than six (6) years.

Section 2.

Public Engagement:

Pursuant to OAR 735-040-0035, the Committee shall strive to seek public engagement in all its deliberative processes, about the selection of projects for inclusion and funding in the CCATD STIF Plan. The Committee will work with CCATD staff to publicize key meetings and hold public forums as needed to ensure maximum public access to information and public participation in priority-setting exercises.

ARTICLE 9- Parliamentary Procedure

The current edition of Robert's Rule of Order shall govern the Committee where not inconsistent with these By-laws or any special rules of order the Committee shall adopt.

ARTICLE 11 Advisory Committee Review of Proposed Projects

Section 1.

The Advisory Committee shall conduct its reviews and activities in compliance with its written bylaws, as described in these rules. The Advisory Committee shall meet as often as needed to advise the Qualified Entity and review Project proposals but no less than two times per year.

Section 2.

The Advisory Committee shall: (a) Hold public meetings, as applicable, to review every Project proposed for inclusion in the Qualified Entity's STIF Plan; (b) Recommend approval or rejection of proposed Projects and recommend prioritization of approved Projects within the geographic boundary for which the Qualified Entity receives STIF Formula funding to the Governing Body.

The Advisory Committee shall consider the following when reviewing STIF Formula Fund Projects: (a) The extent to which the Project would advance each of the criteria



listed at 732-042-0015(2)(c). (b) Whether the Project would maintain an existing service; (c) The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and (d) The extent to which the Project might benefit or burden historically- or currently-marginalized communities both now and in the long term; and (e) Other factors to be determined by the Qualified Entity or Advisory Committee such as geographic equity.

Section 3.

Prior to adopting a STIF Plan, the Governing Body shall consult its Advisory Committee regarding the Projects proposed in the STIF Plan and seek a recommendation on the prioritization of those Projects from the Advisory Committee. The purpose of this consultation is to ensure that the STIF Plans reflect a Coordinated regional approach to Public Transportation Service that considers the public transportation needs of people residing and traveling into and out of the geographic territory of a Qualified Entity as well as larger regional population centers and to ensure that interested parties have the opportunity to review and comment on the proposed STIF Plan.

Section 4.

A Governing Body may accept the Advisory Committee's recommendation to approve or reject a Project proposal, may return it to the Advisory Committee for modifications, or may modify it prior to inclusion in the STIF Plan for submittal to the Agency. If the Governing Body modifies the Advisory Committee's recommendation, it shall inform any affected Public Transportation Service Provider of all modifications and the explanation for such changes.

ARTICLE 11- By-Laws and Amendments

Section 1.

By-Laws:

The Committee shall maintain written By-laws pursuant to OARS 732-040-035 that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public notice requirements, engagement process and the STIF Plan development process and general decision-making criteria.



Section 2.

Review of By-Laws:

The Committee shall periodically review its By-laws and update them as required, but no less frequently than every three (3) years. Committee By-laws will be reviewed by CCATD Counsel and presented to the CCATD Board of Directors for adoption. The Board of Directors may also elect to review Committee By-laws at any time.

Section 3

Amendments:

Committee By-laws may be amended by the CCATD Board of Directors upon its own motion. Prior to an amendment, the CCATD Board of Directors may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommendation has been submitted in writing to the Committee members no later than three days before the regular meeting.

Formally Adopted on Sep 12, 2022

Signed this 12th day of September, 2022.

A handwritten signature in black ink that reads "Doug Vesey". The signature is written in a cursive style.

Doug Vesey, CCATD Board Chair