

**Cascades West Area Commission on Transportation
Executive Committee Meeting
Thursday, October 13, 2022
4:00 – 5:00 pm**

Virtual Microsoft Teams Meeting

Via Teams by clicking [HERE](#)

Meeting ID: 279 252 437 671

Passcode: gGwQjk

Mobile One Click Number

[+1 872 242 8088](tel:+18722428088)

Phone Conference ID: 812 215 441#

Contact: Steph Nappa, snappa@ocwcog.org

AGENDA

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|-----------|-------------|--|--|---|
| 1. | 4:00 | Welcome & Introductions | | Chair,
Commissioner
Pat Malone |
| 2. | 4:10 | Agenda Review | | Chair |
| 3. | 4:15 | Approve Minutes of August 11, 2022, Meeting (Attachment A)

<i>ACTION: Approval of meeting minutes</i> | | Chair |
| 4. | 4:20 | October 27, 2022, CWACT Full Commission Agenda (Attachment B)

<i>ACTION: Approval of agenda topics</i> | | Staff |
| 5. | 4:30 | CWACT Membership Changes (Attachment C)

<i>Continuing from August's conversation, discussing proposed membership and bylaws changes</i>

<i>ACTION: Information & Discussion</i> | | Staff |
| 6. | 4:45 | Other Business <ul style="list-style-type: none">• November 16 OTC & ACT Chairs Meeting• Ongoing meeting format (virtual, hybrid, in-person)• December meeting dates | | Chair |
| 7. | 5:00 | Adjournment | | Chair |

The Cascades West COG facilities are accessible to persons with disabilities. If you will need any special accommodations to attend the meeting contact Emma Chavez at least 24 hours prior to the meeting. She can be reached at 541-967-8551 (TTY/TTD 711)

CWACT EXECUTIVE COMMITTEE
Thursday, August 11, 2022
4:00 to 5:00 pm
Zoom Remote Connection

DRAFT MINUTES

Members	Jurisdiction	Attended
Matt Lehman	Benton County	No
Pat Malone	Benton County	Yes
Betty Kamikawa	Lincoln County	Yes
Doug Hunt	Lincoln County	Yes
Adam Keaton	Linn County	Yes
Roger Nyquist	Linn County	No
Savannah Crawford	ODOT	Yes
Alternates	Jurisdiction	Attended
James Feldmann	ODOT	Yes

Staff: Steph Nappa, Ryan Vogt, Jenny Glass, Billy McGregor

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Welcome & Introductions	City Councilor Adam Keaton from Harrisburg gave an introduction as he is a relatively new member. Billy McGregor the new AAMPO Assistant planner gave an introduction as well.	The meeting was called to order at 4:02 pm by Chair Commissioner Pat Malone.
2. Agenda Review	Agenda was approved with no objections.	There were no changes to the agenda.
3. Public Comments	There were no members of the public present.	There were no public comments

<p>4. Approve Minutes of June 09, 2022 (Attachment A) Action: Approval of meeting minutes</p>	<p>There were no corrections or additions to the minutes. Motion to approve the minutes carries.</p>	<p>Adam Keaton made a motion to approve the June 09, 2022, meeting minutes and Doug Hunt Seconded</p>
<p>5. August 25th, 2022, CWACT Full Commission Agenda (Attachment B) Action: Approval of agenda topics</p>	<p>Staff Steph Nappa Introduced one of the questions that was important to ask regarding all the different informational topics that were to be covered.</p> <p>The main question, which came from ODOT was if any of the members had suggestions or questions that they would want specific answers for during the ODOT presentation on Tolling during the CWACT Full Commission Meeting.</p> <p>Commissioner Pat Malone asked about what the Timetable for ODOT looks like moving forward, and if they are still in the information gathering stages.</p> <p>Doug Hunt asked about if this was particular to the Portland area, specifically a bridge over the Columbia River. He also noted that he would be interested in how the policy may look or be applied in rural areas as well.</p> <p>Commissioner Pat Malone asked Doug Hunt about his ideas for Lincoln County and funding the Yaquina Bay bridge.</p> <p>Staff Steph Nappa asked James Feldmann if he would be forwarding these questions and comments onto the ODOT Staff who would be giving the presentation to the CWACT Full Committee.</p> <p>James Feldmann confirmed he was taking notes to send them onward to the presenter so that they can incorporate that in.</p> <p>Commissioner Pat Malone inquired about agenda item number 6, regarding the federal land access program.</p>	

	<p>Staff Steph Nappa answered and explained that it is a grant program that Jaime is a part of and is specific to getting people to the federal lands. Benton county’s corridor improvement project was an example of the FLAP, and the work they are doing.</p> <p>Staff Steph Nappa noted that they also have planning and construction funds, and to let folks know to apply since the funding is getting opened for the next round here shortly.</p>	
<p>6. CWACT Membership Changes (Attachment C)</p>	<p>Commissioner Pat Malone opened this topic and added that to make changes to the bylaws to make it easier to achieve a quorum they were waiting on ODOT for some ideas, and approval.</p> <p>Staff Steph Nappa noted that from the previous meeting it was asked of her to determine how other ACTs were able to use the “not all cities as voting members method”, and she then shared her findings with the group.</p> <p>In order to select which cities, get picked, in the charter it gave the details, which Staff Steph Nappa was able to identify and provide in a handout out. She summarized that for most of the other ACT’s that had groups of smaller cities in one of the counties, it just came down to whoever wanted to take on that responsibility. She also noted that it didn’t seem too formal in the way they decided, it was mostly self-selected.</p> <p>Staff Steph Nappa went over and gave a summary of the document from her findings to all the CWACT Executive Committee Members. Which came down to whoever was motivated and wanted to be involved with the ACT was a voting member, and those who didn’t show up aren’t voting members however they can still attend meetings.</p> <p>Staff Steph Nappa also suggested to the board they could chose the option to do one large city and one smaller city form each county to be the voting members. They could also do two smaller cities from each county as well.</p>	<p>There was good agreement from all Executive Committee members that 38, was not the right number for full commission membership, and 20 was a better ballpark.</p> <p>Staff Steph Nappa will be putting together a more formalized membership plan to present in October.</p>

	<p>Doug Hunt asked a question of Staff, which was regarding if any of the different formulas used by the other ACT's were successful, or helpful in solving quorum related problems.</p> <p>Doug Hunt noted that if doesn't matter who is on the Committee if the members who is on the committee, if they aren't committed, there is still going to be a problem for staff to achieve quorum.</p> <p>Staff Steph Nappa noted that with other ACT's they are selecting only the motivated members to be voting members. She also added though, that most of the motivated members for their ACT are already on the Executive committee and differentiating between the two could start to be problematic. Another point that Staff Steph Nappa added was that many of the other ACT's didn't even have executive committees, and we may need to observe and discuss that route.</p> <p>Doug Hunt gave his initial comment regarding the chair meeting with staff to draw up an agenda versus the whole executive committee completing the task. Personally, he noted that he didn't have any problems with that choice.</p> <p>Commissioner Pat Malone then asked the group regarding questions or comments on their current membership format.</p> <p>Betty Kamikawa noted that she agrees that staff does a really great job on preparing the agenda, however she noted that today for an example, there were a couple people adding agenda items, which would be limited if they went a different route with their membership format. She added that those questions will probably still come up at the full commission meetings instead then, which could create a slow up in the whole meeting process.</p> <p>Staff Steph Nappa confirmed that Betty had a great point.</p> <p>Adam Keaton added that general commentary would be that that</p>	
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	<p>overall goals would be to reduce the total number of members to make a quorum more often. He then asked what the right number of people to have would be. He inquired that the CWACT could aim for 20 voting members, which would be similar to other ACT's; and then break them up into groups of representation such as 6, 6, 6, and then 2 floating members amongst the counties. That way there would be equal county representation, and from there the counties can take over which cities get those 6 spaces.</p> <p>Adam Keaton then noted that if the goal instead, is to essentially get rid of the executive committee all together, then the chair and staff would take over creating agendas would also speed up the process of eliminating members. He added that he is most in favor of the Chair and staff creating the agenda and shooting it out to everyone earlier than we have been sending in, and then ask for feedback from the members to revise and edit until regular time to submit the agenda packets.</p> <p>Staff Steph Nappa also recommended that an option could be to reserve some time at the end of meetings to discuss comments or ideas going forward on the next agenda.</p> <p>Staff Steph Nappa's initial thoughts would be to have the three county commissioners are voting members, 1 large city from each county (Albany, Corvallis, Newport), two small cities, chosen by whoever is willing to participate. However, it also could be determined that since Benton has less cities overall than the other two counties, the break down could be similar too, 1 small city from Benton, 2 from Linn, and 2 from Lincoln. Which could base it off city numbers. She also noted to be mindful of ODOT's recommendations for population reps, or modal reps. Steph noted that the attendees for each meeting are usually 1 to 2 small cities from each county, 1 larger city, the commissioners, and then the Siletz tribes as well need to be included.</p> <p>Adam Keaton noted that Steph's break down of the spots delegated to the different areas made sense, and feels divided fairly, such as 5</p>	
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	<p>spots to ODOT's delegation, which also leaves 5 spots for each of the counties as well.</p> <p>Savannah Crawford added that so far, she has not received any updates form ODOT regarding the ACT Membership process, James might have. She also noted that she is meeting with Amanda Peets tomorrow and will pick her brain for a timeline.</p> <p>Savannah Crawford also asked for clarity regarding a new membership set up, and then would the ACT go forward with disbanding the Executive Committee.</p> <p>Staff Steph Nappa clarified that they wouldn't be disbanding the executive committee first, the membership changes would happen first, and then at that time, the ACT would determine if there were a need to disband or not depending on who the members of the Full Commission and the Executive Committees were.</p> <p>Staff Steph Nappa noted that when Nick Meltzer (transportation Manager) returns he will be visiting changing the membership and moving forward with that decision instead of just talking about making changes.</p> <p>Adam Keaton had one more question for Savannah Crawford regarding the ACT reset and the reevaluating the utility of the act and how to utilize with helping ODOT.</p> <p>Savanah answered by giving an explanation as to where this started, that being ODOT creating this "reset" about 18months ago. Which looked at the benefits of the acts, which it was determined the acts were beneficial, and ODOT wanted to add more "meat on the bones" so to speak, so that ACTs could start contributing more to ODOT. She noted they are still working out the details, however when they are figuring that out slowly through connect Oregon meetings. Another part of this ODOT reset is looking into membership and whether or not additional voices of stakeholders are needed such as achieving a</p>	
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	<p>more diverse membership across the state.</p> <p>Adam Keaton noted that this would be a beneficial change as in the 5 years he has been attending these meetings, he doesn't feel that he has had the opportunity to be a part in actually making a meaningful decision.</p> <p>Staff Steph Nappa agreed that it would be more motivating for members to attend if they could have a say in real decisions that were being made that would affect their communities.</p> <p>Adam Keaton noted that there is good utility in these meetings such as the safe routes to school program that Harrisburg has been trying to get involved with, so there is purpose to the CWACT meetings, however he feels members are needing more to be more involved.</p> <p>Commissioner Pat Malone added that Roger Nyquist (Not currently present) has been saying similar comments for a bit now as well. Roger also has noted that it was more meaningful back in the "good old days", but not as much anymore.</p> <p>Commissioner Pat Malone also mentioned that the idea of changing their structure should be on the agenda for the next CWACT Full Commission meeting.</p> <p>Staff Steph Nappa added that for the October CWACT Executive Committee meeting, she can plan to produce a more formalized proposals for how the act voting membership can change, and they all can decide if they are ready to go to the full board in October, however that seems to be a reasonable timeline to have a clean laid out proposal. Which shows the changes to the full committee members, and then proposed changes for the executive committee as well.</p> <p>Doug Hunt noted that he has been on this committee for 10 years, and before there wasn't a problem getting a quorum because there was more of a meaning to the meetings, however the current meetings are</p>	
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	<p>still relevant.</p> <p>Staff Steph Nappa noted that there probably wouldn't be a return to that high of level for decision making power for the ACT's unless, of ODOT is going to be changing their minds.</p> <p>Doug Hunt and Savannah Crawford both agree that the role of the ACT's have evolved so much that it is most likely the cause of the quorum issues with the ACT's not having any real decision-making power over their communities, or funding that impacts their communities.</p>	
7. Other Business	<p>Commissioner Doug Hunt will not be running for re-election, there are two individuals in a runoff for his seat. The county isn't sure about representation for this specific committee.</p> <p>Staff Steph Nappa noted that they have the technology available to have an October Hybrid meeting if that is what the members want.</p> <p>Members agreed to move forward with a Hybrid In-Person meeting for October CWACT.</p>	
8. Adjournment	Next Meeting, October 13, 2022. It will be an In-Person Hybrid Meeting.	Meeting adjourned at 4:55 pm.

**Cascades West Area Commission on Transportation
Thursday, October 27, 2022
5:00 - 7:00 pm**

Join via Microsoft Teams by clicking [HERE](#)
Meeting ID: 239 093 079 173
Passcode: 3hVx7j
Mobile One Click Number
[+1 872 242 8088](#)
Phone Conference ID: 812 215 441#
Contact: Steph Nappa, snappa@ocwcog.org

AGENDA

- 1) **5:00 Welcome and Agenda Review** **Chair,
Commissioner
Pat Malone**

- 2) **5:05 Public Comments** **Chair**
This time is reserved for members of the public to comment on issues related to the CWACT's activities (limited to three minutes per comment).

- 3) **5:10 Approve February 24, 2022, Meeting Minutes (Attachment A)** **Chair**
ACTION: Approval of Minutes

- 4) **5:15 ODOT State Fund Exchange Program Changes (Attachment D)** **Travis Brower
(ODOT)**
Overview of changes to ODOT's State Fund Exchange program.
ACTION: Information Only

- 5) **5:30 Linn-Benton Coordinated Human Services/Transit Plan (Attachment B)** **(Nelson\Nygaard)**
Presentation on the Linn-Benton Coordinated Human Services/Transit Plan.
ACTION: Information Only

- 6) **5:50 ODOT Freight Plan Update (Attachment C)** **John Boren
(ODOT)**
Overview of ODOT's Freight Plan update.
ACTION: Information Only

- 7) **6:10 Regional ODOT Updates** **Savannah Crawford (ODOT)**
Updates on ODOT regional topics
- *Beverly Beach*
 - *I-5 improvements through Albany/Millersburg*
 - *Grant recipients within the region*
- ACTION: Information Only***
- 8) **6:20 CWACT Membership Update (Attachment E)** **Staff**
Review proposed membership and bylaws changes.
- ACTION: Review proposed changes***
- 9) **6:55 Other Business** **Staff**
- *December meeting date*
- 10) **7:00 Adjournment** **Chair**



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M E M O R A N D U M

DATE: October 5, 2022
TO: CWACT Executive Committee
FROM: Steph Nappa, CWACT Staff
RE: **CWACT Membership Update Proposal**

Background: Throughout 2022, the Cascades West Area Commission on Transportation (CWACT) Executive Committee has been discussing options for updating the CWACT membership. Since the passage of Oregon HB 2017 in 2017 which resulted in changes to the role of Area Commissions on Transportations (ACTs), CWACT has struggled to achieve quorum. The issue has been exacerbated by the fact that CWACT has the largest voting membership of any Oregon ACT. Simultaneously, the Oregon Department of Transportation has been looking to update ACT roles and membership requirements. For these reasons, the Executive Committee deemed now is an appropriate time to pursue membership changes.

Membership Update Proposal: At the August 2022 meeting, the CWACT Executive Committee proposed the following membership:

- 3 county commissioners, one from each county
- 3 large city representatives, one each from Albany, Corvallis, and Newport
- 1 representative from the Confederated Tribes of Siletz Indians
- 2 port representatives, one each from the Port of Newport and the Port of Toledo
- 6 small city representatives, two from each county
 - Small cities self-select to be representatives. If more than two cities request to be representatives, the county commissioners will select which cities will be the representatives for their county.
 - If two cities from one county do not offer to provide representatives, the County Commissioner could select at large representatives in lieu of city representatives.
- 6+ memberships reserved for ODOT required representatives. These representatives would be members of the public and would submit applications to serve on CWACT. The Executive Committee would review the applications and select the representatives. Currently, these representative categories are speculative, but may include:
 - Active transportation (bicyclists and pedestrians)
 - Public transit
 - Low income
 - Climate friendly
 - People of color
 - Persons with disabilities

The primary changes to the membership are a reduction in the number of cities represented. Currently each city with the Linn, Benton, and Lincoln County regions is a CWACT member eligible of providing a

representative. The proposed change would result in three cities represented per county. The proposed changes also eliminate the public sector representatives and add the ODOT required representatives.

Associated Bylaws Changes: CWACT membership is defined in the CWACT bylaws. Attached to this memo is a marked copy of the bylaws showing the proposed changes.

Membership Change Process: As CWACT is also the Oregon Cascades West Council of Governments (OCWCOG) Transportation Advisory Committee, any bylaws updates must be approved by the OCWCOG Board of Directors. There are two options for pursuing bylaws changes:

1. CWACT Initiated Changes
 - a. Proposed changes are presented to the CWACT for comment
 - b. At the following meeting, CWACT may vote to approve the changes. A 75% majority of voting members present must vote to approve the changes
 - c. The bylaws changes are presented to the OCWCOG Board for approval
2. OCWCOG Board Initiated Changes
 - a. Proposed changes are presented to the OCWCOG Board. If a simple majority of the Board approves the changes, they are sent to the CWACT for comment
 - b. CWACT provides comments on the changes
 - c. The OCWCOG Board votes to approve the changes with the comments from CWACT. A 75% majority of the OCWCOG Board is needed to adopt the changes.

Recommendation: Staff recommend that CWACT adopt the proposed membership and bylaws changes. If implemented, these changes would bring CWACT in line with the bylaws and membership of other ACTs across the state.

BY-LAWS – Amendment Draft

Cascades West Area Commission on Transportation

The concerns of the Cascades West Area Commission on Transportation (CWACT) shall include issues that affect the regional transportation system and its links to areas beyond the region. The Commission recognizes that developing and improving the transportation system is a long-term process. Therefore, CWACT strives to build and sustain the consensus and support for project priorities, plans and policies that benefit the region's transportation system.

ARTICLE I PURPOSE AND RESPONSIBILITIES

The Cascades West Area Commission on Transportation (CWACT) is established by the Oregon Cascades West Council of Governments (CWCOG) and is chartered by the Oregon Transportation Commission (OTC) as an advisory body. The CWACT shall carry out the following functions in the Cascades West region, which consists of Linn, Benton and Lincoln Counties:

- A. Provide a vehicle for the **Oregon Department of Transportation (ODOT)** and the OTC to communicate with the Cascades West region regarding transportation issues.
- B. Provide input, advice and recommendations to ODOT and the OTC with regard to policies and plans considered by the state.
- C. Provide an avenue for communication with state and federal legislators regarding regional transportation issues.
- D. Advise the CWCOG Board on transportation matters.
- E. Provide a forum for local governments to communicate and collaborate on local, regional and state transportation issues.
- F. Recommend State Transportation Improvement Program (STIP) priorities to the OTC and the CWCOG Board based on state and local transportation plans related to the Area.
- G. Establish and monitor benchmarks for regional transportation improvements
- H. Communicate and coordinate activities with other regions and organizations, including:
 - Corvallis Area MPO
 - **Albany Area MPO**
 - Other ODOT Regions
 - Governor's Economic Revitalization Team
 - Rural Investment Board

- ODOT Advisory Committees
- I. Advocate issues to neighboring regions and outside organizations.
 - J. Establish a public process that is consistent with state and federal laws, regulations and policies.
 - K. As applicable, consider all modes and aspects of the Transportation System in formulating recommendations, taking into account the provision of elements and connections between air, marine, rail, highway, trucking, transit, bicycle and pedestrian facilities.
 - L. Provide documentation to the OTC of the public process and resulting recommendation forwarded by the ACT including alternatives for solutions and outcomes of decisions.
 - M. Provide a report to the OTC at least once every two years.

ARTICLE II MEMBERSHIP

Representation on the CWACT shall be as follows:

- A. ~~Voting membership of the CWACT will consist of the following: Each of the following entities shall be invited to nominate one representative and one alternate as voting members of the CWACT:~~
 - a. 3 county commissioners, one from each county
 - b. 3 large city representatives, one each from Albany, Corvallis, and Newport
 - c. 1 representative from the Confederated Tribes of Siletz Indians
 - d. 2 port representatives, one each from the Port of Newport and the Port of Toledo
 - e. 6 small city representatives, two from each county
 - i. Small cities self-select to be representatives. If more than two cities request to be representatives, the county commissioners will select which cities will be the representatives for their county.
 - ii. If two cities from one county do not offer to provide representatives, the county commissioner may select at large representatives in lieu of city representatives.
 - f. Additional representatives as required by ODOT
 1. ~~All incorporated cities in the Cascades West region~~
 2. ~~Linn, Benton and Lincoln Counties~~
 3. ~~All port districts in the Cascades West region~~
 4. ~~All recognized Indian tribes in the Cascades West region~~
- B. ~~Representatives from the entities identified in Article II (A) shall be elected officials of that entity. Alternates need not be elected officials.~~

- ~~C. Transportation districts and transit districts within the Cascades West region shall each be invited to nominate one representative and one alternate as voting members of the CWACT.~~
- ~~D. The Board of Commissioners from each County shall nominate, in consultation with the other voting CWACT members in that county, two (2) private parties representing business and other transportation interests to be voting members of the CWACT.~~
- ~~E. The Oregon Department of Transportation (ODOT) Area Manager shall be a voting member of the CWACT.~~
- F. **Voting members representing counties and cities shall be elected officials, and each shall be allowed to appoint one alternate.** Alternates shall be allowed to vote in the absence of the representative or if a representative declares a conflict of interest. In no instance will an entity be allowed more than one vote.
- G. Ex officio membership (non-voting) may be drawn from the following categories:
 - 1. **ODOT Area Manager**
 - 2. State legislators (all legislators that represent portions of the Cascades West region)
 - 3. **Representatives of all cities within the region that are not currently serving as voting members**
 - 4. Representatives of other groups that represent regional transportation interests, such as the Coastal Policy Advisory Committee on Transportation and the Mid-Willamette Valley Area Commission on Transportation
 - 5. Representatives of regional groups that have an interest in transportation issues, such as housing advocates and work force quality groups
 - 4. Two representatives of alternate modes, such as bicycle or pedestrian (to be appointed by the CWCOG Board)
 - 5. The Chairs of the CWCOG Senior Services Advisory Council and the CWCOG Disabilities Services Advisory Council
 - 6. Special interest groups invited to participate as particular issues are addressed by the CWACT, such as housing advocates or law enforcement agencies
 - 7. The **lead staff** ~~Executive Director~~ of each MPO within the CWACT region
- H. The CWCOG Board, according to the CWCOG Articles of Agreement, will formally appoint the members and alternates of the CWACT. The ODOT Area Manager and the state legislators will be considered members without the necessity of formal appointment.
- I. The entire voting membership shall serve a term of two years. Approximately fifty percent of the voting members shall be (re)appointed each year. **There is no limit on the number of terms a representative may serve.**
- J. **CWACT staff shall solicit representatives from eligible entities, as described in Article II (A), at the end of each calendar year in preparation for the upcoming biannual term.** ~~that are not members of the CWACT shall receive a biannual invitation to join.~~

- K. ~~An entity that does not nominate a representative according to Article II (B) shall be notified, in writing, that it is no longer a member of CWACT. The entity will be allowed to re-join the CWACT at the beginning of the next term.~~
- L. Nominations for representative and alternate must be submitted by the eligible entities no later than **December 31 for the upcoming biannual term.** ~~March 31 following the beginning of those entities terms as established under Article II (H) or following an invitation to join.~~
- M. Terms shall begin on January 1.

ARTICLE III OFFICERS AND STAFFING

- A. Officers shall consist of a Chair and a Chair-Elect, both of which shall be County Commissioners. The Chair and Chair-Elect shall be from different counties, and the positions shall rotate among the Commissioners from each of the three counties.
- B. Officers shall serve one-year terms and the Chair-Elect shall assume the office of Chair upon completion of a one-year term as Chair-Elect.
- C. The Chair shall preside at all CWACT meetings and shall be an ex-officio member of all committees. The Chair may vote on any item before the CWACT; however, she/he/**they** may not vote if her/his/**their** vote would create a tie. The Chair is the official spokesperson for the CWACT unless this responsibility is specifically delegated. The CWACT Chair shall appoint chairs of all committees.
- D. In the absence of the Chair, the Chair-Elect shall execute all the functions of the Chair. In the event that the Chair cannot complete her/his/**their** full-term, the Chair-Elect shall assume the office of Chair and serve the remainder of the term and a new Chair-Elect selected.
- E. No person shall serve as Chair or Chair-Elect for a period of more than twenty-three (23) consecutive months.
- F. Terms for all officers shall begin on January 1.
- G. The CWCOG and ODOT will provide staff support for the CWACT

ARTICLE IV COMMITTEES

- A. Executive Committee
 - 1. An Executive Committee shall consist of one County Commissioner from each County, the ODOT Area Manager and **three additional voting members.** ~~one additional representative from each County.~~ The Executive Committee shall include the Chair and Chair-Elect. The **three** additional representatives ~~of each County~~ shall be selected **at the**

first regularly scheduled meeting of the calendar year ~~annually~~ by the voting members present ~~representatives of that County at a regularly scheduled meeting of the ACT.~~

2. A quorum for the Executive Committee shall be a majority of the members and there shall be at least one representative from each County present.
3. Alternates may serve on the Executive Committee if the representative is not able to attend a meeting and if the representative so decides.
4. The Executive Committee shall meet as called by the Chair to
 - (a) Act on behalf of the full CWACT between meetings.
 - (b) Take needed timely action on issues within the context of decisions or positions previously taken by the full CWACT. However, the Executive Committee shall refrain from action on items that can wait for a regular CWACT meeting, and refrain from making decisions regarding project priorities.
 - (c) Take action in situations determined by the Chair to be emergencies.
 - (d) Be responsible for routine housekeeping duties, such as determining the content of agendas.
5. Meetings of the Executive Committee shall be conducted in compliance with the Oregon Public Meetings Law as described in ORS192.610 through ORS192.690.
6. Decisions and recommendations of the Executive Committee will be communicated to the membership of the CWACT. When possible that communication shall be in writing via a memorandum.

B. Technical Committee

1. A Technical Committee shall be formed as a standing committee of the CWACT and it shall:
 - (a) Act at the direction of the CWACT and provide information, advice and recommendations to the CWACT
 - (b) Identify issues and make the CWACT aware of those issues
2. Each entity that is a voting member of the CWACT shall be invited to nominate a representative to the Technical Committee. Members of the Technical Committee need not be elected officials.
3. The Chair of the Technical Committee shall serve as an ex-officio member of the ACT.

ARTICLE V ORGANIZATION PROCEDURES

- A. The CWACT shall meet ~~bi-monthly~~ ~~quarterly~~ or as necessary to fulfill its responsibilities. Meeting locations will be determined by the membership.
- B. For the purpose of conducting official business, a quorum shall exist when representatives from fifty-one (51) percent of the voting members are in attendance.
- C. Decisions shall be reached by a consensus process whenever possible. If it is not possible to obtain concurrence of all voting members present, a seventy-five (75) percent concurrence of the voting members present shall be necessary for approval.

- ~~D. Prior to participating in the process of updating the State Transportation Improvement Program (STIP), the members shall establish a specific procedure to be used. That procedure shall *at least* describe the role of the Technical Committee, public outreach efforts, a timeline and a description of the decisionmaking process the CWACT will use to establish regional STIP priorities.~~
- E. Recommendations to the CWCOG Board to repeal, amend, add to or replace these bylaws may be made by a seventy-five (75) percent majority vote of the voting membership present. Such changes shall be presented at one meeting of the CWACT and acted upon at a subsequent meeting. A positive vote to change shall be forwarded to the CWCOG Board for action at their next meeting.
- F. The CWCOG Board may initiate a change in these bylaws. Such change shall be presented at one meeting of the Board. If it receives a positive, majority vote, it shall be referred to the CWACT for comment. Subsequently, it shall be presented for adoption by the Board with the comment of the CWACT. A seventy-five percent vote of the CWCOG Board is required to adopt the proposed change.
- G. Roberts' Rules of Order Revised will serve as the parliamentary authority for the operation of the CWACT in all cases not covered by these bylaws. The CWACT may formulate additional specific standing rules and rules of order to govern the conduct of its meetings provided they do not conflict with these bylaws.
- H. The Chair may call special meetings for any purpose or purposes. Notice of time and place of any special meeting shall be given to each member, either personally or by personal mail or electronic mail, at least three days prior to such meetings. Notice shall state the purpose of the meeting. The public shall be notified of special meetings by posting a meeting notice on the CWACT worldwide web site.
- ~~I. If a member (representative or alternate) is not in attendance (physically or electronically) during two (2) consecutive full ACT meetings, the Chair will notify, in writing, the highest elected official of the entity being represented. If the representative is one of the private sector members, the notification will be sent to the County Commission of the county from which that private sector member was appointed. The notification will state that unless either the representative or alternate are in attendance during at least one of the two next meetings, the member will be removed from membership in the CWACT for the remainder of the term that the representative was serving. The member will be allowed to re-join the CWACT at the beginning of the next term. If the discontinued member was a private sector representative, the relevant county may immediately appoint a new representative to fill out the term of the discontinued member.~~
- J. Only representatives or alternates that have been appointed to the CWACT according to Article II (A) shall be allowed to participate in any consensus process or voting process. All entities described under Article II (G) are entitled to attend CWACT meetings and participate in meeting discussions.

Attachment C

- K. Meetings of the CWACT shall be conducted in compliance with the Oregon Public Meetings Law as described in ORS192.610 through ORS192.690.
- L. The CWACT will encourage and support public involvement by implementing the methods outlined in Attachment A of the Policy on Formation and Operation of Area Commissions on Transportation, adopted by the Oregon Transportation Commission on June 18, 2003.
- M. Each CWACT member shall be given a copy of these bylaws and subsequent amendments.

Amendment proposal October 13, 2022

Bylaws Adopted April 1, 1999

Amended September 20, 2001

Amended January 20, 2005

Reaffirmed at September 15, 2009 OTC Meeting

Attachment A Public Involvement

ACT meetings will comply with the meetings of the Oregon Public Meetings Laws, ORS 192.610 to 192.690. “Meeting” means the convening of a governing body of a public body for which a quorum is required to make a decision or deliberate toward a decision on any matter.” ORS 192.610(5). Meetings include information-gathering sessions, working lunches and electronic meetings. All ACT meetings will be open to public attendance and any members of the public may attend any meeting of the ACT.

A. MINIMUM REQUIREMENTS FOR REGULARLY SCHEDULED MEETINGS

The Act will conduct all meetings in accordance with the following minimum requirements and will strive to meet the preferred standards. The regular meeting requirements will be supplemented with the methods found in Table 1 if the meeting falls into the following additional categories:

- Developing project priorities for Draft STIP using approved criteria.
- Draft STIP public hearing.
- Special meetings.
- Electronic meetings.

Meeting Notice

- Advance notice to interested persons and stakeholder groups on ACT mailing list and to new media which have requested notice.
- Notices must include time, place, agenda (principal subjects) and name of person and telephone number (including TTY number) at the public body to contact to make a request for an interpreter for the hearing impaired or for other communication aids.
- A good faith effort must be made to provide an interpreter for hearing-impaired persons on receipt of proper notice. ORS 192.630(5).

Meeting Materials

- For decision items, distribute information to everyone in attendance at the meeting.
- Provide time on the agenda for general public comment.

Meeting Schedule

- If regularly scheduled meetings are not possible, the minimum standard is to provide extra public notification by following the Preferred method of meeting notification.

Meeting Location

- Meets accessibility requirements of the Americans with Disabilities Act (ADA).
- No meeting may be held in buildings where discrimination (race, sex, age, national origin, color, creed, disability) is practiced. ORS 192.630(3).
- Generally held within the geographic boundaries of the ACT’s jurisdiction. Training sessions may be held anywhere.
- Contains adequate seating facilities to encourage attendance by the general public.

Meeting Minutes – Minutes shall be prepared for all ACT meetings. Minutes must include at least:

- Members present.
- All motions, proposals and resolutions proposals, and their dispositions.
- Results of all votes/decisions. Secret ballots prohibited.
- Substance of all discussion.

- Reference of all documents discussed (confidentiality of records exempt from disclosure may be protected).
- After each ACT meeting the ACT shall prepare and distribute the minutes prior to the next ACT meeting.
- As appropriate to the Area, meeting minutes shall be provided in languages other than English.⁷
- Minutes must be preserved for a reasonable time.

B. PREFERRED STANDARD FOR REGULAR MEETINGS

In addition to the minimum requirements, the preferred standard for regular meetings includes,

Meeting Notice

- One week advance notice.
- Notices posted at local public institutions (city hall, library, community center, etc.).
- Notices posted on ACT website, along with links to meeting agendas, past meeting minutes, technical materials and documentation.

Meeting Materials

- Provide advance agenda one week prior to the meeting, either on the ACT website or through the mail.
- For decision items, provide technical materials and supporting documentation one week prior to the ACT meeting. Materials can be distributed through the ACT website and/or through the mail.
- Provide copies of all correspondence received prior to the meeting to the ACT members and the public attending the meeting.

Meeting Schedule

- Regular schedule (e.g., meetings at 1:00 p.m. on the last Thursday of each month).

Meeting Location

- Easily accessible by public transportation.

Meeting Minutes

- Post minutes from the meeting on the ACT website.

C. EXECUTIVE SESSIONS

The responsibilities of the ACT do not include work permitted in an executive session (ORS 192.660).

D. CONTROL OF MEETINGS

- The presiding officer has inherent authority to keep order at meetings – can “reasonably” regulate the use of cameras and tape recorders.
- No smoking is permitted at any meeting of the ACT.

E. ROLES AND RESPONSIBILITIES

Roles and responsibilities of parties engaged in public involvement activities on behalf of ACT will be designated in the joint agreement identified in Section V.B., Staffing and Financial Support.

F. PUBLIC COMMENT

The public shall be provided opportunities to speak to the merits of the proposals before the ACT and to forward their own proposals. Public commentary may be taken at any time during the ACT meeting. Copies of all correspondence received prior to the meeting shall be available for ACT members and the

public at the meeting. The ACT public involvement process shall demonstrate explicit consideration and response to public input during the planning and program development process.

Type of Meeting	Meeting Notice		Meeting Materials		Meeting Schedule		Meeting Location	
	Minimum	Preferred	Minimum	Preferred	Minimum	Preferred	Minimum	Preferred
Developing Project Priorities for Draft STIP Using Approved Criteria	- Same as Regular Meetings	- Same as Regular Meetings plus - Paid Advertising	- Same as Regular Meetings	- Same as Regular Meetings plus - In establishing outreach activities for specific projects or topics consider locations that would be frequented by that community (e.g., social service organizations, schools).				
Draft STIP Public Hearing	- Same as Regular Meetings plus - Paid Advertising	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	Same as Developing Project Priorities for Draft STIP Using Approved Criteria
Special Meetings	- Same as Regular Meetings plus - Minimum 24 hours Notice	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings
Electronic Requirements apply to all meetings by electronic means (e.g., personal computers)	- Same as Minimum for meeting type listed above. All procedural and formal requirements apply (minutes, notices, etc.). ORS 192.670.	- Same as Preferred for appropriate meeting type listed above.	- Same as Regular Meetings plus - Room with "listening" device	- Same as Regular Meetings				

7 – A Governor’s task force is currently working on methodology for meeting the federal requirements for Limited English Proficiency. Public involvement at the ACTs will need to comply with the guidance developed.

Approved June 18, 2003. // Oregon Transportation Commission.