

BYLAWS

Transportation Brokerage Advisory Committee
of
Oregon Cascades West Council of Governments

Approved by the COG Board DATE

ARTICLE 1 PURPOSE AND RESPONSIBILITIES

The Transportation Brokerage Advisory Committee (TBAC) is established by the Oregon Cascades West Council of Governments (COG) to advise the COG Board of Directors and COG staff on matters relating to the ongoing operation of the transportation brokerage serving Linn, Benton, and Lincoln Counties and on other means of improving transportation in the region.

The Committee provides a forum for the discussion, understanding, and recommendations of Non-Emergent Medical Transportation (NEMT) services and other transportation services to best meet the needs of residents, transportation providers, medical, and other human services providers, the Oregon Health Authority (OHA), Inter-Community Health Network Coordinated Care Organization (IHN-CCO), Samaritan Health Services (SHS), and other community stakeholders. The Committee will continuously facilitate communication among stakeholders, assist in the refinement and expansion of brokerage operations, assist in the resolution of problems, and assist in the development of other potential uses of the brokerage program beyond NEMT services.

In addition to assisting in monitoring and evaluating the NEMT program the role of the Committee shall include, but not be limited to, recommending potential policy or procedure changes and program improvements and assisting in prioritizing those changes and improvements.

ARTICLE 2 MEMBERSHIP

A. The voting membership of the Committee shall not exceed seventeen (17) members and shall consist of a mix of the following representatives from Linn, Benton and Lincoln Counties.

- a. Representatives of the Area Agencies on Aging (AAA).
- b. Members of City Councils, Tribal Council, and County Boards of Commissioners.
- c. Community representatives (including but not limited to Seniors People with Disabilities, representatives of Children, Adults and Families, People with low income, and representatives of people with low income.)

- d. Representatives of the Inter-Community Health Network Coordinated Care Organization (IHN-CCO).
- e. Members of the Oregon Cascades West Disability Services Advisory Council (DSAC).
- f. Members of the Oregon Cascades West Senior Services Advisory Council (SSAC).
- g. Representatives of the Oregon Health Authority (OHA) or OHA client Advocacy group/s.
- h. Representatives of organizations providing health services.
- i. Representatives of organizations providing human services.
- j. People who use brokerage transportation services, representatives of people who use brokerage transportation services, and providers of brokerage transportation services.
- k. Public transportation providers, public transportation coordinators, and users of public transportation.
- l. Residential care facilities.
- m. Representatives of Samaritan Advantage Health Plans (SAHP).
- n. The Special Transportation Coordinators for Linn, Benton and Lincoln Counties.

Committee members shall be knowledgeable about transportation and/or human service's needs.

B. The COG Board may also appoint Ex-Officio's, non-voting members such as representatives of the Oregon Department of Human Services (DHS), and the Oregon Department of Transportation (ODOT) whose involvement, advice and expertise will enhance the ability of the Committee to fulfill its responsibilities.

ARTICLE 3 TERM OF OFFICE

A. Committee members shall be appointed by the COG Board to serve alternating two-year terms. Under the provisions of these revised bylaws, to maintain overlapping terms, the Board may decide to initially appoint members to one-, two-, or three-year terms ending on June 30 (thirty).

B. Committee members may select their own Alternate in the event they cannot attend a meeting. In the absence of a committee member, their Alternate may attend and make voting decision. Alternates may be invited to participate in all meetings but will not hold voting privileges unless the appointed (regular) member is absent from the meeting.

C. If a vacancy occurs, the COG Board may appoint a person to the remainder of the unexpired term.

D. If a member has three (3) unexcused absences within a twelve (12) month period, the Committee may decide to review the circumstances and make a recommendation to the COG Board on whether the member's position shall be considered vacated.

ARTICLE 4 OFFICERS

- A. At the first meeting of each fiscal year (July-June), the Committee shall elect a Chair and Vice Chair to serve for one-year terms. The Chair and Vice Chair may serve up to 2 consecutive terms. If a vacancy occurs, the Committee at its next meeting shall elect a person to serve in the vacated position for the remainder of the term.
- B. The Chair shall preside at all Committee meetings and shall be an Ex-Officio member of all subcommittees. The Chair has specific responsibility for the approval of the agenda for all meetings of the full Committee.
- C. The duties of the Vice Chair are to perform the duties of the Chair in their absence and any other duties as assigned by the Chair or Committee.
- D. In the absence of the Chair and Vice-Chair at a Committee meeting, Staff shall preside.

ARTICLE 5 SUBCOMMITTEES

- A. Subcommittees may be established by the staff with approval of the full Committee. Subcommittees may be formed to carry out specific tasks, with recommendations made to the full Committee.
- B. The selection of subcommittee members will be the responsibility of the staff. People who are not members of the Committee may be appointed if their knowledge and experience would assist the subcommittee in completing its work.

ARTICLE 6 ORGANIZATIONAL PROCEDURES

- A. The Committee shall meet at least once a quarter or as necessary to fulfill its responsibility. The Chair will assist Staff in making this determination. Upon the Chair's approval, Staff will clearly communicate scheduling decisions with all members of the Committee.
- B. To conduct official business, a quorum shall exist when one-third of voting members of the Committee are present. If a member of the Committee is unable to participate, that member may designate an alternate to participate in their place. The alternate shall declare their status at the start of the meeting.
- C. Decisions shall be reached by a consensus vote whenever possible. If it is not possible to obtain concurrence of all voting members present, a majority vote of voting members present, shall be necessary for approval.

D. After consultation with the staff, the Chair shall approve the agenda for all meetings of the full Committee. In the absence of the Chair, the Vice Chair may approve the agenda. When timing is urgent COG Staff may add items to the approved agenda and advise the Chair at the earliest opportunity. Committee members may, at any time, forward a request to the Chair, or Staff, to place an item on the written agenda for the next meeting and the Chair shall inform the member about their decision.

E. The Chair, or Staff, may call a special meeting of the Committee for any purpose subject to the requirements, including a public notice to all required parties, of the Oregon Public Meeting law.

F. Members may participate in any meeting telephonically or by other means of electronic communication>Email), provided the meeting is called to order at a meeting place where the public can attend, hear, understand and/or read the comments of the members participating by telephonic or electronic means and the members so participating can fully hear, understand, and/or read the comments of the other members participating in the meeting.

G. After the Chair approves the agenda Staff shall prepare meeting agenda packets and forward them to all Committee members at least seven (7) days prior to a regularly scheduled meeting; and in as timely a manner as possible for special meetings.

H. Written minutes of each meeting shall be taken, included with the agenda packet for the Committee's subsequent meeting and approved as a formal agenda item. The minutes may be in the form of "action minutes" simply noting major decisions and votes.

I. Robert's Rules of Order shall serve as the parliamentary authority for the operation of the TBAC. The Committee may formulate additional specific standing rules and rules of order to govern the conduct of its meeting provided they do not conflict with these bylaws, the new rules are in writing, and forwarded to the Chair of the COG Board of Directors.

J. The conduct of the Committee, including public meetings, shall be in conformance with Oregon Public Meeting laws and Oregon Government Standards and Practices provisions of Oregon Revised Statues. All meetings shall be held at a facility that is ADA accessible and shall include hybrid availability.

ARTICLE 7 BYLAW AMENDMENTS

A. These bylaws may be amended, repealed or new bylaws may be adopted at any regular meeting of the Committee, provided that written notice of, and the proposed amendment, has been sent to every member at least seven (7) calendar days before it is to be voted on. Amendments to these bylaws will become effective upon final approval by the COG Board.

B. The COG Board may initiate a change to these bylaws. Such change shall be presented at a meeting of the Board and referred to the Committee for comment. The change, with written comments from the Committee, shall thereafter be presented to the COG Board for its consideration. Action of the COG Board is required to adopt the proposed change.

C. Each Committee member shall be given a copy of these bylaws and subsequent amendments along with the current year's meeting schedule.