

# BY-LAWS FOR THE EAST MULTNOMAH COUNTY TRANSPORTATION COMMITTEE

## 1. PURPOSE

- A. The East Multnomah County Transportation Committee will provide a forum for discussion and consensus building on transportation issues, plans and projects, and coordination of transportation capital improvement programs, and other transportation standards and procedures. The Committee, acting as a formal organization, will provide direction on transportation issues and make recommendations on plans and projects when appropriate. All participating jurisdictions should submit issues, plans, and transportation projects for the Committee's review to allow coordination among member jurisdictions.
- B. Local jurisdictions may request a discussion by EMCTC of existing and proposed land uses, and proposed amendments to land use and zoning regulations, which may have regional transportation impacts. Discussion may include the need for transportation impact mitigation, and other concerns regarding the East Multnomah County Regional Transportation System.
- C. A very important purpose of this Committee is to develop consensus among jurisdictions on transportation issues that affect them and reach beyond their boundaries.
- D. In pursuit of its purpose, the Committee shall adhere to the following principles:
  - 1. The East Multnomah County Transportation Committee shall act in an advisory role to the County Board of Commissioners and the City Councils of Fairview, Gresham, Troutdale and Wood Village.
  - 2. The Committee shall not assume any legislative powers, nor shall it circumvent or usurp the rightful authority and responsibilities of any established governmental body.
  - 3. Members of the Committee appointed as representative for their jurisdiction remain accountable to, and subject to the control of the public officials responsible for their appointment.

## 2. MEMBERSHIP

- A.
  - 1. The Committee is comprised of one representative designated by each jurisdiction.
  - 2. Voting members shall be designated elected officials or their alternates from each of the following jurisdictions: City of Fairview, City of Gresham, City of Troutdale, City of Wood Village, and Multnomah County. Alternate members may be either elected representatives or staff representatives at the discretion of the member jurisdiction.
  - 3. Non-voting members may include ODOT, Tri-Met, Port of Portland, Metro and representatives of other local, regional and state jurisdictions, and other interested

organizations, such as chambers of commerce, who will contribute in discussions and problem-solving regarding items under consideration by the Committee.

4. EMCTC is willing to consider additional voting members from the Port of Portland, ODOT, Tri-Met, Metro and representatives of other local, regional and state jurisdictions, and other interested organizations, such as chambers of commerce. An interested organization will submit a written request for membership to the EMCTC chair, who will then convene the Membership Subcommittee. The Membership Subcommittee will interview the organization's representative to evaluate their interest in and potential contribution to EMCTC. Membership Subcommittee shall make a recommendation to EMCTC, and invite the prospective member to make a presentation to the full Committee. EMCTC then votes on accepting the prospective member. Approved members are admitted for a 6-month period of probationary membership (non-voting) before accepted as a full voting member. The probationary period is established to gauge the prospective member's commitment to EMCTC, and their ability to cooperate and contribute to the mission of EMCTC. After the probationary period, EMCTC will vote to accept or reject membership. Upon acceptance, the member receives voting rights.
  5. A majority of voting members constitutes a quorum and all actions taken by the Committee are based on a simple majority vote. Actions to amend EMCTC By-laws require a super-majority of 75% of the voting membership. Committee members electing to vote against the majority should articulate their position and rationale. The Committee shall attempt to develop consensus. When a final decision is reached by the Committee, all Committee members shall publicly support the position as the position of the Committee.
  6. East Multnomah County Transportation Committee may recommend to cities that EMCTC city members be selected as member and alternate to the Joint Policy Advisory Committee on Transportation (JPACT) for Multnomah County Cities; Cities will follow the JPACT member selection process prescribed in the JPACT bylaws.
- B.
1. East Multnomah County Transportation Committee will be supported by a Technical Advisory Committee.
  2. The Technical Advisory Committee shall be comprised of one staff member from each jurisdiction having representation on East Multnomah County Transportation Committee and may meet prior to regular meetings of the East Multnomah County Transportation Committee to make recommendations and support activities of the East Multnomah County Transportation Committee.

### 3. OFFICERS

A Chairperson and Vice Chairperson of the Committee shall be elected at the first meeting of each calendar year by a majority of the Committee voting members present. The Chair and Vice Chair shall serve until new officers are elected the following year.

### 4. RESPONSIBILITIES OF THE EMCTC

#### A. POLICY DIRECTION:

1. Provide consistent transportation safety, mobility and accessibility goals and objectives among member agencies.
2. Review and recommend coordinated policies among local transportation system plans, comprehensive plans, and transportation, bicycle and pedestrian master plans, and transit service plans so that quality transportation services and facilities occur throughout East County.
3. Identify East County transportation safety, mobility and accessibility needs.
4. Provide for consistent transportation planning and development among jurisdictions concerning regional transportation facilities and services, and inter-jurisdictional issues.
5. Develop representative positions in the best interest of East Multnomah County regarding legislative and finance initiatives.
6. Establish priority setting concepts and guidelines as input to transportation capital budgeting decisions, based on short- and long-term transportation needs.
7. Assure continued qualities of life, mobility and economic opportunities in East County through transportation programs, facilities and services.

#### B. SHARING RESOURCES:

1. Provide a forum where resources such as personnel, equipment and revenue can be shared among member agencies.
2. Discover and facilitate opportunities for cooperation between the public and private sectors.

#### C. REVIEW AND COMMENT

1. The Committee can request a review of transportation-related programs, evaluate the effectiveness of programs, and provide constructive feedback.
2. Transportation grant requests prepared by EMCTC member agencies, with potential regional benefits or impacts to East County should be reviewed through EMCTC prior to submittal.

3. EMCTC shall review and make recommendations on annual and biennial transportation capital improvement plans and programs so that coordinated infrastructure development occurs.

D. COORDINATION:

1. EMCTC should seek coordination and integration among modes of travel so that a balanced transportation system results.
2. Citizen participation and public input to major transportation programs and initiatives in East County shall be coordinated through the Committee.
3. Provide for representation of East County needs and preferences in regional discussions and programs.
4. Provide for consistent responses to, and implementation of federal and state transportation legislation, rules and guidelines.

5. PROCEDURES

1. Meetings. Meetings will be held as needed and will be called by the Chairperson or by the request of a committee member of the Committee. The Chairperson is responsible for notifying members of the meeting time and place and for preparing the agenda.
2. Quorum. A quorum of the Committee shall be a majority of the voting members.
3. Voting. Voting in the Committee shall carry by a simple majority, with the exception of amending EMCTC By-laws that requires a super-majority of 75% of the voting membership.
4. Alternates. A designated alternate will sit in the absence of a member and shall have full voting rights. The Chairperson will keep a roster of members and designated alternates.
5. Records. All Committee actions shall be documented in the form of minutes, memoranda and special reports. The Chairperson will be responsible for such documentation and the distribution of such minutes, memoranda and reports.

6. ATTENDANCE

All members are expected to attend all meetings or in their absence send a designated alternate. ***No member will have more than 3 absences in a calendar year.***

## 7. AMENDMENTS

These rules may be amended from time to time by a majority of the voting members of the Committee, provided that all voting members of the Committee have been sent copies of the proposed amendments prior to the meeting where action on the rules is scheduled. Amendments to EMCTC Bylaws must be approved by a super-majority of 75% of the voting membership.

### EMCTC Technical Advisory Committee Responsibilities

The following are areas of interest that could be delegated to the EMCTC TA Committee for discussion and recommendation. EMCTC would become involved where direction, issue resolution or ratification was required.

1. Provide for coordinated transportation system management and demand management efforts, and additional efforts to preserve acceptable levels of transportation service.
2. Recommend standards and procedures that are consistent across jurisdictional boundaries.
3. Provide for consistent administration of parallel programs among jurisdictions (i.e., pedestrian and bikeway programs, traffic control, and others).
4. Provide for coordinated responses at the regional, state and federal level on matters of concern to the East County region.
5. Assure coordination in the development of local transportation system plans, comprehensive plan revisions, development of local transportation, bicycle, pedestrian and transit plans.
6. Recommend opportunities for cost-effective facility maintenance and preservation through combined activities and mutual efforts, contractual arrangements and other beneficial formats.
7. Review and make recommendations on transit and para-transit services, service improvements and revisions, and the mobility needs of East County.
8. Review and coordinate comments on transportation studies including: environmental, engineering and design reports.
9. Review and comment on annual and long-range transportation work plans and budgets prior to adoption, so that coordination efforts and efficiencies result.
10. The EMCTC TA Committee may meet prior to each regularly scheduled EMCTC meeting to review and discuss agenda items, and prepare staff reports and recommendations.