

BY-LAWS FOR THE EAST MULTNOMAH COUNTY  
TRANSPORTATION COMMITTEE

**Our mission:** The East Multnomah County Transportation Committee collaborates at the regional level to champion policies supporting a safe and equitable multimodal transportation system that enhances economic opportunities and serves the needs of all who live in East Multnomah County.

**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. The committee's purview applies to the cities of Gresham, Fairview, Troutdale, and Wood Village. The committee also tracks relevant issues both within east Portland and the Columbia Gorge due to those areas' proximity and influence on transportation patterns in east Multnomah County.

C. 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.

D. A very important purpose of this Committee is to develop consensus among jurisdictions on transportation issues that affect them and reach beyond their boundaries.

E. 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. GENERAL MEMBERSHIP

1. The Committee is composed of one representative designated by each jurisdiction or organization.

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, as well as the Port of Portland. Alternate voting members may be identified at the discretion of the member jurisdiction, with elected representatives exercising full proxy voting rights, and staff representatives exercising limited proxy voting rights for the purposes of approving meeting minutes.

3. Non-voting members may include ODOT, Tri-Met, 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 members from 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.

7. Responsibilities for members and alternates are as follows:

- Commit to staying aware and informed of relevant issues at the regional level
- Be prepared to take informed position on policy
- Keep their respective jurisdictions and organizations informed of EMCTC positions on issues
- Coordinate with each other and with EMCTC TAC
- Share information of broader interest to EMCTC members

## B. TECHNICAL ADVISORY COMMITTEE

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. The TAC will be convened and coordinated by Multnomah County.

3. The following are areas of interest that could be delegated to the EMCTC TAC for discussion and recommendation. EMCTC would become involved where direction, issue resolution or ratification was required. Technical Advisory Committee responsibilities are as follows:

- Provide for coordinated transportation system management and demand management efforts, and additional efforts to preserve acceptable levels of transportation service.
- Recommend standards and procedures that are consistent across jurisdictional boundaries.
- Provide for consistent administration of parallel programs among jurisdictions (i.e., pedestrian and bikeway programs, traffic control, and others).
- Provide for coordinated responses at the regional, state and federal level on matters of concern to the East County region.
- Assure coordination in the development of local transportation system plans, comprehensive plan revisions, development of local transportation, bicycle, pedestrian and transit plans.

- Recommend opportunities for cost-effective facility maintenance and preservation through combined activities and mutual efforts, contractual arrangements and other beneficial formats.
- Review and make recommendations on transit and para-transit services, service improvements and revisions, and the mobility needs of East County.
- Review and coordinate comments on transportation studies including: environmental, engineering and design reports.
- Review and comment on annual and long-range transportation work plans and budgets prior to adoption, so that coordination efforts and efficiencies result.
- The EMCTC TAC may meet prior to each regularly scheduled EMCTC meeting to review and discuss agenda items, and prepare staff reports and recommendations.

### **3. OFFICERS**

- A. A Chairperson and Vice Chairperson of the Committee shall be elected at the second 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.
- B. Chairperson responsibilities are as follows:
- Leading EMCTC meetings
  - Participating in EMCTC pre-meetings
  - Maintaining discretion to assign tasks for Chair, Vice Chair or other members for ad hoc efforts or committees
- C. Vice Chairperson responsibilities are as follows:
- Acting in the Chair's absence
  - Participate in EMCTC pre-meetings
- D. The Secretary of the Committee shall be an employee of Multnomah County's Transportation Division and coordinate administrative support to the Committee as follows:
- Logistical support for meetings
  - Notification of meeting times and places
  - Preparation and distribution of agendas and meeting materials
  - Maintenance of contact lists of members, designated alternatives, non-voting members and elected official staff members necessary for EMCTC business
  - Creating, distributing and archiving of records of EMCTC actions such as minutes, memoranda, correspondence and reports

### **4. LIAISONS**

- A. A JPACT liaison shall be selected to represent East County cities according to JPACT Bylaws. Responsibilities of the JPACT liaison are as follows:
- Be ready, supported and informed to represent EMCTC positions at JPACT

- Provide EMCTC with regular updates on current issues and issues of interest at JPACT

B. A Region 1 ACT liaison shall be selected by EMCTC members through a vote.

Responsibilities of the Region 1 ACT liaison are as follows:

- Be ready, supported and informed to represent EMCTC positions at Region 1 ACT
- Provide EMCTC with regular updates on current issues and issues of interest at Region 1 ACT

## 5. RESPONSIBILITIES OF THE EMCTC

A. POLICY DIRECTION:

1. EMCTC is committed to significantly reducing traffic fatalities and serious injuries in East Multnomah County. We must ensure our streets are safe for all residents to travel, especially for those who walk, use bicycles, take transit or use mobility devices. We will prioritize funding for projects that reflect this stance.

2. EMCTC is committed to improving the lives of residents of East Multnomah County, where there is a greater proportion of low income, Black, Indigenous and People of Color (BIPOC) than in the rest of the county. This includes supporting access to jobs, economic opportunities, and education. We will prioritize funding for projects that reflect this stance.

3. EMCTC recognizes that tolling and mobility pricing influence all transportation discussions around the region. EMCTC is committed to staying informed and providing input to regional discussions based on how these initiatives impact the safety, equity, and economic opportunities of East Multnomah County residents.

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 members work together to proactively identify policy positions and key priorities for east Multnomah County. The committee speaks with a collective voice to create momentum and support for those priorities.

2. EMCTC seeks to coordinate and integrate city and county projects to ensure that equitable modes of travel result in a balanced transportation system for all users.

3. EMCTC represents East Multnomah County needs and preferences in regional discussions and programs.

4. EMCTC provides consistent responses to, and implementation of federal and state transportation legislation, rules and guidelines.

#### **6. 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.

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 voting rights as described in Section 2A of these Bylaws. All alternate members will receive agendas and materials provided to regular members.

5. Records. All Committee actions shall be documented in the form of minutes, memoranda and special reports.

#### **7. ATTENDANCE**

All members are expected to attend all meetings or in their absence send a designated alternate. If a member exceeds 3 unexcused absences in a calendar year, the EMCTC Chair

and/or Vice Chair may communicate to the mayor or council of that member's municipality the importance of a voting member's attendance.

## **8. 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.

DRAFT