

APPROVED - April 21, 2005
AMENDED - September 28, 2005
AMENDED - November 3, 2005
AMENDED – November 21, 2006
AMENDED –November 19, 2012 (tentative)

BYLAWS

COLUMBIA COUNTY CITIZENS TRANSPORTATION ADVISORY COMMITTEE

ARTICLE I - Name

The Committee, established by the Board of County Commissioners, (BOCC), Columbia County, and an agent for the administration of *Special Transportation Funds*, shall be known as the Columbia County Citizens Transportation Advisory Committee (CCCTAC).

ARTICLE II - Purpose

CCCTAC members are appointed by Board of County Commissioners to: 1) review, advise, and assist in the distribution of monies from the *Special Transportation Fund*; and 2) to make recommendations to the BOCC on other matters relating to the provision of special transportation services in Columbia County, including:

- ♦ Identifying the transportation needs of Columbia County residents who are elderly and disabled;
- ♦ Identifying and coordinating the use of available resources;
- ♦ Recommendations regarding general public services
- ♦ Advocating for new and expanded services in Columbia County;
- ♦ Planning for services; and
- ♦ Making the most productive use of Special Transportation and other available funds.

ARTICLE III - Constituency of the CCCTAC

To qualify to serve on the CCCTAC, an individual must be a resident of Columbia County, Oregon, and fit into one of the following categories:

1. User of public transportation services who is elderly or has a disability;
2. A person who is elderly or has a disability and lives in an area of Columbia County where there are no public transportation services;
3. A representative of persons who are elderly; or
4. A representative of persons who have disabilities.

5. Provider of transportation to persons who are elderly or have a disability.

The definitions used for Committee membership shall be consistent with the *Special Transportation Fund for the Elderly and Disabled* Administrative Rules, OAR 732-05-010. A majority of the membership will be from categories 1 through 4.

ARTICLE IV - Composition

The CCCTAC shall be composed of no less than **Five (5) and no more than eleven (11)** voting members that shall reside in Columbia County or be a representative working for an entity that regularly uses CC Rider services in Columbia County, Oregon. CCCTAC membership shall be broadly representative of the entire county including people who are elderly or have a physical, developmental, mental, or emotional disability and shall conform with state requirements (OAR 732-05-065).

5. Efforts will be made to ensure participation from each geographic area in the County.

ARTICLE V - Nomination, Appointment, and Tenure of CCCTAC Membership

1. The Board of County Commissioners shall make all appointments to the CCCTAC in accordance with Columbia County's policy on appointments to advisory committees.
2. Nominations for appointment shall be made to Board of County Commissioners by persons interested in serving on the CCCTAC.
3. The term of service for Committee members shall be staggered as follows: appointees shall serve 3 year terms ending in December. i.e. 3 members term shall end on 12/31/05; 3 members terms shall end on 12/31/06 and the final three members term shall end on 12/31/07. While re-appointment to the CCCTAC is permissible, no person shall serve more than two (2) consecutive three- (3) year terms, except as noted herein. If a person is initially appointed for a partial term, the length of the partial term shall govern the individual's eligibility for re-appointment. If the partial term is twelve (12) months or less, re-appointment to an additional three- (3) year term is permitted. If the partial term is greater than twelve (12) months, however, the individual is eligible for re-appointment to two additional three- (3) year terms. Re-appointment to the Committee beyond the aforementioned limits may occur only after an absence from the Committee for one (1) full year.
4. Membership terms that expire in any given year shall expire on December 31 of that year.

5. A vacancy on the Committee may occur by resignation, relocation, or by the declaration of vacancy by the Committee member, or for sufficient and proper cause upon the recommendation of the CCCTAC. Any vacancy shall be filled in a manner consistent with the aforementioned nominations and appointment procedures. The appointee's term of service shall be the length of the unexpired term.

ARTICLE VI - Conduct of Meetings

1. Meetings:

- A. Regular Meetings: The Committee shall meet at least quarterly unless the Committee members agree otherwise.
- B. Special Meetings: Special meetings may be called, with reasonable notice, by the Committee Chair, or upon written notice, to the Committee by any four- (4) members.

2. Voting Privileges:

- A. Each member of the Committee shall be entitled to one vote on each motion presented at any regular or special meeting at which the member is present.
- B. In order to avoid conflict of interest, no Committee member, who also is an employee or a Board member of any organization that is under contract or competing for funds, may vote on fund allocations which would bring financial remuneration to that organization. Such members may, however, participate in official discussions on these subjects after announcing their conflict of interest.

3. Public Participation: The meetings of the CCCTAC shall be open to the public, pursuant to Oregon's Open Meeting Law. Participation at meetings shall be permitted upon recognition by the Chair.

4. Quorum: Five members or Fifty-one percent (51%) of the membership of the Committee shall constitute a quorum.

5. Parliamentary Authority: Roberts' Rules of Order, Revised (current edition), shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

6. Recordkeeping: Columbia County staff will serve as the Recording staff for the Committee.

ARTICLE VII - Officers and Duties

1. Officers: The officers of the Committee shall be the Chairperson and Vice Chairperson, to be elected at the Committee's annual December meeting or as soon as possible thereafter.
2. Duties of the Officers:
 - A. Chair: The Chair of the CCCTAC shall:
 - 1) Preside at all meetings of the CCCTAC;
 - 2) Appoint chairs of all standing and ad hoc committees; and
 - 3) Serve as an ex-officio member of all standing and ad hoc committees.
 - 4) Convey Committee recommendations to the BOCC, as determined by the Committee, or instruct Staff to forward Committee recommendations to the BOCC.
 - B. Vice Chair: The Vice Chair shall perform all duties of the Chair in his or her absence.

ARTICLE VIII – Standing and Ad Hoc Committees

1. Ad Hoc Committees: The Committee Chair may appoint any number of ad hoc committees to assist the Committee in the discharge of its duties. Each ad hoc committee shall have a clearly defined charge and a specified time period within which to accomplish its charge. The Committee Chair shall appoint a Chairperson for each ad hoc committee.
4. Membership: Membership on CCCTAC Ad Hoc Committees is open to both Committee members and members of the general public. However, a majority of the Committee membership shall be composed of CCCTAC members.
 - A. Appointment: Appointments to Ad Hoc Committees shall be made by the CCCTAC Chair.
 - B. Voting Privileges: All duly appointed members of an Ad Hoc Committee shall be entitled to vote on matters coming before that committee. However, in order to avoid conflicts of interest, committee members shall be bound by the same conflict of interest provisions as are Committee members (see Article VI.2.B).

- C. General Scope of Responsibility: Unless otherwise directed by the CCCTAC, Committees may not act on behalf of the CCCTAC. Rather, they are charged with formulating and presenting to the CCCTAC for its consideration recommendations specific to their respective areas of responsibility.

ARTICLE IX - Termination of Membership

- 1. Resignation: A member may resign by written or verbal notice to the CCCTAC or supporting Columbia County staff.
- 2. Absence: A member who fails to attend three (3) consecutive meetings may be asked by majority vote of the CCCTAC for resignation. The CCCTAC may recommend to the BOCC that a member's seat be declared vacant if he/she misses three (3) consecutive meetings, and the BOCC may appoint a new member to the CCCTAC.
- 3. Location: Automatic resignation from the CCCTAC occurs when a member moves from Columbia County or when the member no longer qualifies under state regulations or Columbia County Citizens Transportation Advisory Committee Bylaws.

ARTICLE X - Amendment of Bylaws

- 1. CCCTAC Action: These bylaws may be amended by majority vote of no less than fifty-one (51) percent, with no less than seven (7) days' notice to all CCCTAC members in writing of the proposed changes to the rules.
- 2. Approval: With CCCTAC approval, all such amendments shall become effective upon approval by the BOCC, Columbia County.