

HB2017 Transit Advisory Committee Bylaws

November 30, 2017

Revised: March 29, 2021

- I. Committee Name
 - A. The committee shall be known as the HB2017 TRANSIT ADVISORY COMMITTEE (HB 2017 AVISORY COMMITTEE).

- II. Committee Purpose
 - A. As required by HB 2017, Section 122o(1), to advise and assist the TriMet board and staff in prioritizing plans or projects to be funded from the moneys received from a the Oregon Department of Transportation.

- II. Committee Operation
 - A. Meetings will be held at the call of the chairs but no less than twice annually. The exact number of meetings will be determined by need. Meetings will be noticed in accordance with Oregon's open meetings rules.
 - C. The Co-chairs will develop an agenda for each meeting.
 - D. Meeting sessions will be limited to approximately two hours.
 - E. Discussion to obtain consensus will be the prevailing procedure used at meetings. If consensus cannot be reached, a vote will be taken and the majority of those present shall prevail. Minority reports will be available to communicate alternate views. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.
 - F. A quorum will consist of a simple majority of appointed members or alternates. The act of the majority of the members (or designated alternates) present at meetings at which a quorum is present shall be the act of the Committee. If a quorum is not present, decisions may be moved forward through electronic communications of the members if a majority of members respond.
 - G. Meeting minutes will be recorded for each meeting. They will be distributed to each member and appropriate officials.
 - H. All full committee meetings are public meetings and will be conducted in accordance with Oregon's open meetings rules.
 - I. Public testimony will be heard at all full committee meetings.
 - J. The committee will seek public, interested community and service provider input to the development of a recommended plan or projects either directly or through TriMet staff assistance.

- II. Subcommittees
 - A. Subcommittees may be formed as necessary.
 - B. Subcommittees may be of any size, but will usually include three or four members.
 - C. Subcommittees will elect their own chairs.

- III. Officers (Beginning January 1, 2019)
 - A. Officers will be elected by a simple majority.
 - B. Officers will serve two year term and may be re-elected for one additional term.

- B. Officers will include a chair or co-chairs at the discretion of the committee.
- C. Officers will be elected at the first meeting of each new planning cycle (dependent on final OTC rule on planning cycle).
- D. The chair or co-chairs shall represent the committee in meetings of the tri-county HB 2017 advisory committee.

IV. Committee Membership

- A. The committee must have a minimum of 7 members and include people of color representing multiple races and ethnicities.
- B. Committee members must reside or work in the TriMet district or Clackamas, Multnomah, and Washington counties.
- C. Committee members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and/or from the TriMet district or Clackamas, Multnomah and Washington counties.
- D. At a minimum, the committee must have members that represent:
 - i. Low income households (selected from TriMet’s Transit Equity Advisory Committee)
 - ii. People with disabilities (selected from TriMet’s Committee on Accessible Transportation)
 - iii. Seniors
- E. Additional members not representing low income households, seniors or people with disabilities must represent one of the following:
 - i. Local governments, including land use planners
 - ii. Public transportation providers
 - iii. Neighboring public transportation service providers
 - iv. Employers
 - v. Employees
 - vi. Social and human service agency
 - vii. Transit dependent users
 - viii. Social equity advocates
 - ix. Environmental advocates
 - x. Bicycle and pedestrian advocates
 - xi. People with limited-English proficiency
 - xii. Educational institutions

V. Member Responsibilities

- A. Each member is expected to attend meetings and to participate in committee activities.
- B. Each member is expected to study the issues or problems which come before the committee in order to contribute to the resolution process.
- C. If an entity is not represented at two consecutive meeting by either the member or alternate, the co-chairs may ask the member to appoint a replacement member or replacement alternate who can more reliably attend meetings.
- D. The co-chairs may recommend to the TriMet board replacement of members that have missed more than four consecutive meetings or who have otherwise exhibited an ongoing lack of interest in continued participation in the committee.

VI. Member Appointment and Alternates

- A. Members shall be appointed by the TriMet Board of Directors.
- B. Members may appoint alternates by notification of the committee.
- C. If both members and alternates attend, only one may cast a vote.
- D. Alternates will be considered for purposes of determining a quorum.
- E. Terms will be for two years with the opportunity for reappointment to a second term.
- F. Terms will be staggered to ensure continuity.
- G. The TriMet board retains ultimate authority to remove, reappoint or otherwise change the composition of the committee.

VII. Definition of High Poverty Areas

- C. The STIF rules require that a definition of areas with a high percentage of low income households be included in the committee bylaws.
- D. As determined by the HB 2017 ADVISORY COMMITTEE, areas with a high percentage of low-income households are US Census block groups with the highest quartile scores derived from TriMet's Transit Equity Index.
- E. TriMet's Transit Equity Index assigns a score to US Census block groups based on the following ten factors:
 - i. Pct. population non-white and/or Hispanic/Latino
 - ii. Pct. households below 200% federal poverty level
 - iii. Pct. population speaking English less than "very well"
 - iv. Pct. population with a disability
 - v. Pct. population age 65 and over
 - vi. Pct. population age 21 or under
 - vii. Pct. households with zero vehicles OR 2+ workers and one vehicle
 - viii. Rental housing w/ rent under \$800 and/or affordable owner-occupied or available for sale valued at \$175,000
 - ix. Jobs with earnings of \$3,333/month or less
 - x. Access to Services
 - 1. Human & Social Services: NAICS codes Individual and Family Services (624190), Child and Youth Services (624110), Services for Elderly and Persons with Disabilities (624120), Temporary Shelters (624221), and Other Community Housing Services (624229)
 - 2. Key Retail Services: NAICS codes Supermarkets and Grocery Stores (445110), Financial Institutions (522110), Barber & Beauty Shops/Salons (812111 & 812112), Laundries & Dry Cleaners (812310 & 812320), Hardware Stores (444130), Pharmacies & Drug Stores (446110)
 - 3. Schools: Community colleges, High Schools, Middle or junior high schools, Skill center or alternative schools

VIII. Process and Criteria

- A. The STIF committee will meet regularly to develop the STIF plan. The projects contained in the plan must, at minimum, address:
 - i. increases in the frequency of bus service schedules in communities with a high percentage of Low-Income Households;

- ii. expansion of bus routes and bus services to reach communities with a high percentage of Low-Income Households;
- iii. implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households;
- iv. procurement of buses that are powered by natural gas, electricity or other low or no emission propulsion;
- v. improvement of the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
- vi. coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services; and
- vii. the provision of student transit services for students in grades 9 through 12.

B. The committee shall consider the following criteria when evaluating projects and programs for STIF funding:

- i. Whether the Project would maintain an existing, productive service;
- ii. The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
- iii. Other factors to be determined by the Qualified Entity or Advisory Committee such as geographic equity.

C. The committee will recommend approval or rejection of the proposed projects or programs for STIF funding at a regular committee meeting. The committee process will be comprised of the following:

- i. TriMet staff will propose and the committee will review, discuss, revise if needed, and approve an updated poverty map for the QE area;
- ii. TriMet staff will propose and the committee will review, discuss, revise if needed, and approve an updated STIF funding allocation means for the QE area, including jurisdictions outside the TriMet district boundary;
- iii. TriMet staff will propose and the committee will review, discuss, revise if needed, and approve STIF revenue projections for the upcoming biennium;
- iv. TriMet staff will propose and the committee will review, discuss, revise if needed, and approve funding levels for all projects listed in VIII.A.i. through VIII.A.vii.
- v. TriMet staff and/or Committee Members can propose funding levels for projects in addition to those listed in VIII.A.i. through VIII.A.vii. as long as they qualify for funding. The committee will review, discuss, revise if needed, and approve funding levels for such projects.

D. The committee will review, discuss, and approve all projects and programs submitted by Public Transportation Service Providers (PTSPs) for STIF funds, in addition to those submitted by the Qualified Entity.

IX Adoption and Amendment

- A. To become effective, bylaws and amendments must be approved by the TriMet board of directors and by the Advisory Committee.
- B. Suggested changes to the bylaws may be forwarded to the TriMet board for consideration through a majority vote of the membership.

- C. Written notice must be delivered to all members and alternatives at least 30 days prior to any proposed action to amend the bylaws.