

STIF OARS BY-LAWS CHECKLIST

(Components to be addressed in the Bylaws are identified with a Checkmark)

732-040-0035

Advisory Committees

(1.)

- ✓ The Governing Body of each Qualified Entity shall appoint an Advisory Committee for the purpose of advising and assisting the Qualified Entity in carrying out the purposes of the STIF and prioritizing Projects to be funded by STIF moneys received by the Qualified Entity.
- ✓ An Advisory Committee may also advise the Qualified Entity regarding the opportunities to coordinate STIF funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

(2.) The Qualified Entity shall ensure that:

- ✓ (a) The Advisory Committee is guided by written bylaws that include, at a minimum:
 - ✓ the Committee's name and purpose;
 - ✓ the number of Committee members;
 - ✓ Committee membership criteria;
 - ✓ the appointment process;
 - ✓ the terms of office for the committee members;
 - ✓ the Committee's meeting schedule;
 - ✓ Committee procedures and member duties,
 - ✓ including procedures to provide public notice of meetings,
 - ✓ to foster public engagement,
 - ✓ to comply with Oregon public meeting and public records laws;
 - ✓ the Committee's process to review Public Transportation Service Provider proposals
 - ✓ and the decision-making criteria identified in these rules.
- ✓ The bylaws must include a definition of "high percentage of Low-Income Households" for the Committee's use in evaluating proposed Projects.
- ✓ The Qualified Entity shall prepare the written bylaws described in this provision and set the terms of office for the Advisory Committee members. The Qualified Entity may seek input on the bylaws from the Advisory Committee.
- ✓ (b) Copies of Advisory Committee bylaws, meeting minutes and meeting notices are published by the Qualified Entity and made available for public review in a reasonable and timely manner and are maintained for six years.

(c) The Agency (ODOT) is notified of changes in the Advisory Committee membership when the Qualified Entity submits its STIF Plan or grant application.

(3) A Qualified Entity may use another standing advisory committee or combine committees to meet the requirements of these rules as long as that committee also meets all of the committee requirements contained herein.

- ✓ (4) The Qualified Entity shall appoint an Advisory Committee composed of members that represent diverse interests, perspectives, geography, and the population demographics of the area, as described in OAR 732-040-0040.
- ✓ (5) In addition to any other duties, the Advisory Committee may also propose any changes to the policies or practices of the Governing Body of the Qualified Entity that the Advisory Committee considers necessary to ensure that:
- ✓ A Public Transportation Service Provider that has received STIF funds has applied the moneys received in accordance with and for the purposes described in the Project proposal; and
- ✓ (b) A Project proposal submitted by a Public Transportation Service Provider does not fragment the provision of public transportation services.

Stat. Auth.: ORS 184.758(3)(c) & (e), ORS 184.761(4)
Stats. Implemented: ORS 184.758(4), ORS 184.761

732-040-0040

Advisory Committee Composition

(1) If the Qualified Entity is an Indian Tribe, then the Advisory Committee must be composed of at least three members, each of whom must be able to represent the public transportation needs of individuals served by the Indian Tribe. The Governing Body may authorize a larger Advisory Committee.

- ✓ (2) If the Qualified Entity is a Transportation District or county, then the Advisory Committee must be composed of at least five members. The Governing Body may authorize a larger Advisory Committee.

(3) If the Qualified Entity is a Mass Transit District, then the Advisory Committee must be composed of at least seven members. The Governing Body may authorize a larger Advisory Committee.

(4) To be qualified to serve on the Advisory Committee for a Qualified Entity that is a Transportation or Mass Transit District or county, an individual must:

- ✓ Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the Transportation or Mass Transit District or county; and
- ✓ (b) Be a person who is a member of or represents one or more of the following:

(Note: below included as sub-items under Article 5 – Membership)

- ✓ (A) Local governments, including land use planners;
- ✓ (B) Public Transportation Service Providers;
- ✓ (C) non-profit entities which provide public transportation services;
- ✓ (D) neighboring public transportation service providers;
- ✓ (E) employers;
- ✓ (F) social and human service providers;
- ✓ (G) transit users;
- ✓ (H) transit users who depend on transit for accomplishing daily activities;

- ✓ individuals age 65 or older;
- ✓ (J) people with disabilities;
- ✓ (K) low-income individuals;
- ✓ (L) social equity advocates;
- ✓ (M) environmental advocates;
- ✓ (N) bicycle and pedestrian advocates;
- ✓ (O) people with limited English proficiency;
- ✓ (P) educational institutions; or,
- ✓ (Q) major destinations for users of public transit.

(5) Notwithstanding other provisions of this rule, if a Qualified Entity is a Mass Transit District, a Transportation District or a county, then its Advisory Committee must include at least one member who is a member of or represents each of the following three groups:

- ✓ low-income individuals;
- ✓ (b) individuals age 65 or older or people with disabilities; and
- ✓ (c) Public Transportation Service Providers or non-profit entities which provide public transportation services.

(6) A Qualified Entity that is a Mass Transit District or a Transportation District shall include Advisory Committee members from both within and outside district boundaries.

Stat. Auth.: ORS 184.761(4)(a)

Stats. Implemented: ORS 184.761

732-042-00205

Advisory Committee Review of Proposed Projects

(1) Public Transportation Providers seeking STIF funding from a Qualified Entity through the Qualified Entity's STIF Plan shall submit a Project proposal to its Advisory Committee for review and approval. The Project proposal must include the contents described in OAR 732-042-0020(3).

- ✓ (2) The Advisory Committee shall conduct its reviews and activities in compliance with its written bylaws, as described these rules.
- ✓ (3) The Advisory Committee shall meet as often as needed to advise the Qualified Entity and review Project proposals but no less than two times per year.

(4) The Advisory Committee shall

- ✓ (a) Hold public meetings, as applicable, to review every Project proposed for inclusion in the Qualified Entity's STIF Plan;
- ✓ (b) Recommend approval or rejection of proposed Projects and recommend prioritization of approved Projects within the geographic boundary for which the Qualified Entity receives funding to the Governing Body.

(5) The Advisory Committee shall consider the following criteria when reviewing Projects:

(Note: below included as sub-items under Article 4 – Function)

- ✓ Whether the Project would:
 - increase the frequency of bus service to communities with a high percentage of Low-Income Households;
 - (B) expand bus routes and bus services to serve communities with a high percentage of Low-Income Households;
 - (C) reduce fares for public transportation in communities with a high percentage of Low-Income Households;
 - (D) result in procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
 - (E) improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area; or
 - (F) increase the coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service;
- ✓ (b) Whether the Project would maintain an existing, productive service;
- ✓ (c) The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
- ✓ (d) Other factors to be determined by the Qualified Entity or Advisory Committee such as geographic equity.
- ✓ (6) Prior to adopting a STIF Plan, the Governing Body shall consult its Advisory Committee regarding the Projects proposed in the STIF Plan and seek a recommendation on the prioritization of those Projects from the Advisory Committee.

The purpose of this consultation is to ensure that the STIF Plans reflect a coordinated regional approach to Public Transportation Service that considers the public transportation needs of people residing and traveling into and out of the geographic territory of a Qualified Entity as well as larger regional population centers and to ensure that interested parties have the opportunity to review and comment on the proposed STIF Plan.

(7) A Governing Body may accept the Advisory Committee's recommendation to approve or reject a Project proposal and consider the Advisory Committee's recommended prioritized list of Projects, may return it to the Advisory Committee for modifications, or may modify it prior to inclusion in the STIF Plan for submittal to the Agency. If the Governing Body modifies the Advisory Committee's recommendation, it shall inform any affected Public Transportation Service Provider of all modifications and the explanation for such changes.

Stat. Auth.: ORS 184.761(4)(b) & (c)

Stats. Implemented: ORS 184.758, ORS 184.761