

## **Regional Public Transportation Committee Advisory Committee Guidelines**

### **NAME**

This committee, established by the COIC Board shall be known as the Regional Public Transportation Advisory Committee.

### **PURPOSE**

Committee members are appointed by the COIC Board to review, advise and assist the transportation program in its efforts:

- To help identify the transportation needs of Central Oregon residents.
- To help educate the communities on the value and offerings of public transportation.
- To serve as a forum where citizens can provide comments about service expansions, reductions, or alterations.
- To meet with concerned citizens regarding unresolved issues.
- To advocate for new and expanded services.
- To review future plans for services.
- To consider and make a recommendation on transit issues presented to the committee.
- To consider and make a recommendation on policy issues presented to the committee.
- To serve as the forum for a rider to appeal a loss of a ridership privilege and to make a recommendation regarding determination.

### **CONSTITUENCY OF THE COMMITTEE**

To qualify to serve on the Regional Public Transportation Advisory Committee, an individual must fill out an application, reside within Central Oregon and represent one of the following communities: Bend, Redmond/Terrebonne, LaPine/Sunriver, Sisters, Warm Springs, Culver/Metolius, Madras, Prineville/Powell Butte. An applicant should be knowledgeable about public transportation, and be interested in the growth of public transportation.

Representation can be met by living or working in one of the above communities.

Additionally, a new member should fit into one of the following categories:

1. User of transportation services who is elderly or disabled.
2. Non-profit provider of transportation to persons who are elderly or have a disability.
3. A representative of human services agency.
4. A representative of the business community.
5. A representative of the community at large.

The Deputy Director or her/his designee shall be appointed as the committee liaison, and shall have no voting ability.

The Deputy Director shall act as the liaison for the Committee to the COIC Board.

#### APPOINTMENT AND TENURE OF COMMITTEE MEMBERSHIP

Nominations and applications for appointment can be accepted at the COIC Administrative Office. The COIC Board will make selection of committee member. The committee shall consist of at least thirteen members, with five members representing Bend, two members representing Redmond, and one member representing each of the following areas: LaPine/Sunriver, Sisters, Prineville/Powell Butte, Madras, Culver/Metolius, Warm Springs.

The term of service for committee members shall be for two (2) years. Initial terms for (1/2) one half of the appointees will be for (3) three years. While re-appointment to the Committee is permissible, no person shall serve more than three (3) consecutive two-year terms.

Membership terms shall expire on June 30 of the second year.

A vacancy on the Committee may occur by resignation, relocation or by the declaration of vacancy by the COIC Board. Any vacancy shall be filled in a manner consistent with the aforementioned nominations and appointment procedures. The appointee's term for service shall be the length of the unexpired term.

#### CONDUCT OF MEETINGS

The Committee shall meet on the third Wednesday of each month unless the Committee agrees otherwise. Special meetings may be called, with reasonable notice, by the Deputy Director or her/his assignee.

Each member of the Committee shall be entitled to one vote on each recommendation presented at any regular meeting at which the member is present.

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

Fifty-one percent of the membership of the Committee shall constitute a quorum.

Roberts' Rules of Order, revised (current edition), shall be the parliamentary authority for all matters of procedure not specifically covered in this document.

COIC staff will serve as the Recording Secretary for the Committee.

#### OFFICERS AND DUTIES

The officers of the Committee shall be the Chairperson and Vice Chairperson, to be elected at the Committee's annual June meeting or as soon as possible thereafter.

The Chair shall preside at all meetings of the Committee and serve as the Committee's liaison to the Deputy Director.

The Vice Chair shall perform all duties for the Chair in his or her absence.

#### TERMINATION OF MEMBERSHIP

A member may resign by written notice to the Committee or COIC Board.

A member who fails to attend four (4) consecutive meetings may be asked by majority vote of the Committee for resignation.

Automatic resignation from the Committee occurs when a member moves out of Central Oregon or fails to represent their assigned community on the Committee.

#### AMENDMENT OF GUIDELINES

Any amendments to these guidelines are at the discretion of the COIC Board. The Committee may propose amendments that have been approved by the Committee by majority vote of no less than fifty-one percent, with no less than seven (7) days notice to all Committee members in writing of the proposed changes to the rules.

All such amendments shall become effective upon approval by the COIC Board.