

APPROVED
11/20/2008

**JEFFERSON COUNTY
SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE**

Bylaws

ARTICLE I – NAME AND PURPOSE

Section 1 – Name: The name of the organization shall be the Jefferson County Special Transportation Fund Advisory Committee. It shall be an advisory committee organized under the laws of the State of Oregon, ORS 391.800 Elderly and Disabled Special Transportation Fund, and is the Special Transportation Funds Advisory Committee for the STF Agency of Jefferson County, Oregon.

Section 2 – Purpose: The purpose of this advisory committee is to advise and assist the Jefferson County Board of Commissioners in carrying out the purposes of ORS 391.800 to 391.830.

ARTICLE II – COMMITTEE ROLE

Section 1 – STF Advisory Committee Role: the STF Advisory Committee will perform the following:

- (a) Review the proposed distribution of Formula Program moneys and make recommendations to the Jefferson County Board of Commissioners;
- (b) Review Discretionary Grant proposals and make recommendations to the Jefferson County Board of Commissioners;
- (c) Advise the Jefferson County STF Administrator regarding the opportunities to coordinate STF moneys and STF funded projects with other transportation programs and services to avoid duplication and gaps in service;
- (d) Provide input to the STF Administrator regarding routine updates to the Jefferson County Coordinated Human Services Public Transportation Plan.

As necessary to perform these tasks, the STF Advisory Committee will develop processes and procedures to identify projects for potential funding. The STF Advisory Committee will review the projects proposed for funding, including the proposed recipient, project purpose, intended user of the service, and the proposed funding level. The STF Advisory Committee may recommend to the Jefferson County Board of Commissioners any changes to the proposed distribution of Formula Program moneys or Discretionary Grant applications it considers necessary.

ARTICLE III – ADVISORY COMMITTEE MEMBERS

Section 1 – Membership Qualifications: Advisory Committee membership shall consist of individuals who reside within the boundaries of Jefferson County and are one of the following:

- (a) A person who is an elderly or disabled individual and uses transportation services;
- (b) A person who is an elderly or disabled individual and lives in an area where there are no public transportation services;

(c) A representative of elderly individuals;

(d) A representative of disabled individuals;

(e) A person with experience in the field of public transportation and/or transportation planning.

(f) A person who represents an under-served or under-represented geographic area of Jefferson County.

(g) A person who represents an under-served or under-represented demographic group of Jefferson County.

Section 2 – Committee Composition: Additional factors to be considered when appointing STF Advisory Committee members include:

(a) Whenever possible, geographic diversity shall be considered when appointing STF Advisory Committee members.

(b) No person closely affiliated with an agency or, in the case of larger organizations, with a sub-division within an agency that directly receives STF funds through Jefferson County or who has any other relationship that constitutes a conflict of interest may serve on the Jefferson County STF Advisory Committee.

(c) A majority of the STF Advisory Committee membership must be comprised of individuals as described in subsections (a) through (d) in Section 1 above.

Section 3 – Appointment of Members: The Jefferson County Board of Commissioners shall appoint members to the STF Advisory Committee.

Section 4 – STF Advisory Committee size and compensation: The STF Advisory Committee shall have up to 7, but not fewer than 5 members. The STF Advisory Committee members are volunteers and receive no compensation other than reasonable expenses.

Section 5 – Terms of membership: STF Advisory Committee members shall serve two-year terms and are eligible for re-appointment as long as they continue to meet other eligibility requirements stated within the bylaws.

Section 6 – Meetings and notice: The STF Advisory Committee shall meet at least two (2) times per year at a time and place that will be determined and announced in advance of the meeting.

Section 7 – Vacancies: When a vacancy on the STF Advisory Committee occurs mid-term, the Jefferson County Board of Commissioners shall appoint an individual to serve throughout the remainder of that term.

Section 8 – Resignation, termination and absences: A resignation from the STF Advisory Committee must be in writing and received by the Administrator. A committee member shall be terminated from the STF Advisory Committee due to excess absences, defined as more than two unexcused absences from STF Advisory Committee meetings in a year. The STF Advisory Committee member may be removed for other reasons at the will of the Jefferson County Board of Commissioners.

Section 9 – Special meetings: Special meetings of the STF Advisory Committee shall be called upon the request of the Jefferson County Board of Commissioners, the chair, or the STF administrator. Notices of special meetings

shall be sent out by the STF administrator to each STF Advisory Committee member at least two weeks in advance of the meeting.

ARTICLE IV – STF ADMINISTRATOR DUTIES

Section 1 – STF Administrator: The STF Administrator is designated or assigned by the Jefferson County Board of Commissioners. The STF Administrator has day-to-day responsibilities for the STF program, including carrying out Jefferson County's goals and policies as the STF Agency. The STF Administrator will attend all STF Advisory Committee meetings and shall be responsible for reporting on the progress of the STF Program, answering questions of the STF Advisory Committee members, keeping records of STF Advisory Committee actions, including overseeing the taking of minutes at all STF Advisory Committee meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each STF Advisory Committee member, and assuring that records are maintained. The STF Administrator is responsible for ensuring that provider reports are completed and submitted as required, and will make records available to the STF Advisory Committee as necessary for the proper function of the committee. The STF Administrator may perform additional duties at the direction of the Jefferson County Board of Commissioners in their role as the governing body of the STF Agency.

ARTICLE V – COMMITTEE OPERATING PROCEDURES

Section 1 – Meeting schedule: The STF Advisory Committee will meet at least two times each year at dates and times that will be determined and announced by the STF Administrator.

Section 2 – Decision-making: Decisions will be made by a vote that represents a majority of those members who are in attendance at the time the vote is taken and are actively voting on the issue at hand.

Section 3 – Quorum: A quorum must be attended by at least fifty-one percent of the STF Advisory Committee members for business transactions to take place and motions to pass

ARTICLE VII – AMENDMENTS

Section 1 – Amendments: These bylaws may be amended when necessary by two-thirds majority of the STF Advisory Committee members. Proposed amendments must be submitted to the Administrator/administrator to be sent out with regular STF Advisory Committee announcements.

CERTIFICATION

These bylaws were approved at a meeting of the STF Advisory Committee members by a two thirds majority vote on 11/20/2008 (date).

Kathleen J. Marston
Administrator Date