

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 14 - 56

A RESOLUTION OF THE CITY COUNCIL AMENDING THE BYLAWS OF THE TIGARD TRANSPORTATION ADVISORY COMMITTEE (TTAC)

WHEREAS, the Transportation Advisory Committee was formed by Council Resolution No. 09-14 to act as an advisory body to the City Council and staff and to provide a venue for citizen input and awareness of transportation issues; and

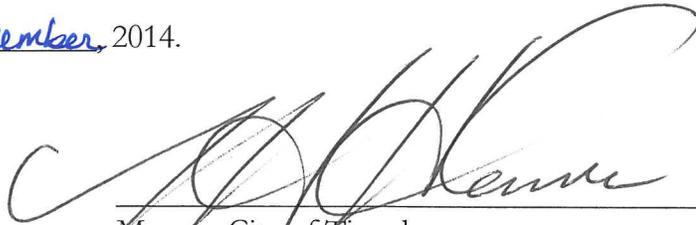
WHEREAS, certain revisions to the bylaws approved under the resolution are necessary for the Transportation Advisory Committee to perform its established functions.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Bylaws governing the Transportation Advisory Committee are hereby as specified in Exhibit A.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This 9th day of December, 2014.



Mayor - City of Tigard
Council President

ATTEST:



Deputy City Recorder - City of Tigard



Tigard Transportation Advisory Committee

BYLAWS

December 9, 2014 City Council Meeting

SECTION I. CHARGE AND DUTIES

- A. The Tigard Transportation Advisory Committee (TTAC) hereafter referred to as the “Committee” shall have no powers except as conferred by resolution, City Charter, Tigard Municipal Code, or the Oregon Revised Statutes.
- B. The Committee and its members shall conduct itself in a manner that’s in keeping with applicable federal, state, and local laws pertaining to conduct and ethics and the City of Tigard Code of Conduct. Any violation of the provisions of such laws shall be grounds for removal from office.
- C. It shall be the function of the Committee to act as an advisory body to the City Council and city staff pursuant to these bylaws.
- D. The Committee shall create and maintain a project list, which designates in order of priority, the projects for which city motor vehicle fuel tax revenue is to be used.
- E. TTAC may serve in an advisory role to staff and Council on a broad range of relevant transportation issues reflecting city priorities and work program capacity, including:
 - 1. Project prioritization for funding in the Capital Improvement Program
 - 2. Preparation of multimodal transportation system plans and corresponding transportation financing/capital investment programs
 - 3. Developing funding mechanisms and sources to implement transportation projects
 - 4. Traffic safety
 - 5. Input on project development and concept design
- F. The Committee may form subcommittees to investigate areas relevant to its charge or duties pursuant to this section.
 - 1. A subcommittee shall include at least one member who is also a member of TTAC.
 - 2. A subcommittee shall operate in accordance with the TTAC bylaws, subject to the direction of TTAC and City Council.
 - 3. A subcommittee shall provide an annual report to TTAC; the annual report may be in the form of a joint meeting.
 - 4. TTAC may dissolve a subcommittee at the time that TTAC determines the work to be substantially completed or no longer productive.

SECTION II. COMPOSITION

- A. The Committee shall consist of eleven (11) members appointed by the City Council with the following representation and restrictions:
 - 1. There shall be at least two (2) representatives who own or have primary management responsibility for businesses, employers, or major institutions within the City of Tigard;
 - 2. There shall be at least eight (8) persons who are residents of Tigard and who represent a cross-section of interests in the community at large.
 - 3. At the discretion of the Mayor and Council, up to one (1) of the above resident positions may be filled by a nonresident who has professional or personal experience that would contribute to the overall purpose of the Committee.
- B. Membership may temporarily drop below required minimums due to resignations and/or difficulty in recruiting qualified applications.

SECTION III. APPOINTMENTS

- A. Council shall fill vacancies with individuals who meet the compositional requirements listed in Section II.
- B. Appointments of at-large members shall be made by the City Council, with recommendations from the Mayor.

SECTION IV. TERM OF OFFICE

- A. Committee members serve for a term of three years; terms begin on January 1, except that a mid-year appointment may be made to fill a partial term.
- B. Any vacancy in the Board shall be filled by appointment by the Council and Mayor for the unexpired portion of the term. The unexpired portion of a term does not count towards the fulfillment of the maximum number of allowed terms.
- C. Members may serve up to two consecutive terms.
- D. Members shall receive no compensation for their services; members may be reimbursed for duly authorized expenses. The community development director or city manager shall determine and authorize reimbursable expenses.
- E. A member who seeks to resign from the Committee shall submit a written resignation to the chair of the Committee, the staff liaison, or the city recorder's office. If possible, the resignation should allow for a thirty (30) day notice so the City Council has the opportunity to appoint a replacement.

SECTION V. ORGANIZATION OF THE COMMITTEE

- A. The officers of the Committee shall be a Chair and Vice Chair.
- B. At its first meeting of the year, notice will be given of officer elections at the following meeting. At the second meeting, the Committee shall elect a Chair and Vice Chair from its members who shall hold office for one year, at the pleasure of the Committee.

1. The Chair shall have general directional powers over the Committee. The chair shall preside at all meetings and, in consultation with support staff, set the agendas and notify the board of all meeting times and place.
 2. The Chair shall be the primary spokesperson for the Committee unless this responsibility is delegated to another member or a staff liaison.
 3. Vice Chair. During the absence, disability, or disqualification of the Chair, the vice chair shall exercise or perform all the duties and be subject to all the responsibilities of the chair.
 4. In the absence of the chair and vice chair, the remaining members present shall elect an acting chair.
- C. If the Chair should resign, the Committee shall, at its next meeting, conduct an election and provide a replacement to fill the unexpired term.
- D. Staff liaisons are the primary contacts for City of Tigard boards and the primary interface between these bodies and the City Council, City Manager, and departments. Besides serving as a technical resource, staff liaisons are responsible for meeting logistics, member recruitment and recognition, recordkeeping, and monitoring board effectiveness.

SECTION VI. MEETINGS

- A. The Committee shall meet at least quarterly during a calendar year at a time and place that is specified at least 5 days in advance.
- B. The regular meeting of the Committee shall be held on the first Wednesday of each month at 6:30 p.m. in the Tigard Library 2nd Floor Conference Room, unless otherwise determined by the Committee. If the regular meeting day is in conflict with a city holiday, the meeting may be rescheduled. Proper public notice will be given of any variations from the regular meeting schedule.
- C. All meetings shall be conducted in conformance with Public Meeting Law.
- D. Agendas and meeting summaries shall be posted for public notice on the City of Tigard web page. Meeting agendas will also be posted in the lobby of City Hall in compliance with Oregon Public Meetings Law. All meetings shall be open to the public.
- E. A record of the Committee's proceedings shall be filed with the city recorder.
- F. The Chair may call a special meeting, and the Chair shall call a special meeting if requested by a majority of Committee members. The call shall state the purpose of the meeting. Notice of a special meeting must be in writing and communicated to all members at least five days before the meeting.
- G. A majority of votes of Committee members present, and not abstaining from the vote, shall determine the official position of the Committee on a given issue. Alternates are not allowed to vote under any circumstances.
- H. The Chair shall vote on all matters before the Committee unless having declared a conflict of interest.
- I. Committee members shall not send or receive electronic communications concerning any matter pending before the Committee during a Committee meeting.

1. Electronic Communications means e-mail, text messages, or other forms of communications transmitted or received by technological means.
 2. Electronic Communications Devices means laptop computers, blackberries, cell phones, notebooks, or other similar devices capable of transmitting or receiving messages electronically.
- J. Committee member shall not use electronic communication devices to review or access information regarding matters not in consideration before the Committee during a Committee meeting.

SECTION VII. COMMITTEE MEMBER RESPONSIBILITIES

A. Members of the Committee shall:

1. Regularly attend Committee meetings and contribute constructively to discussions;
2. Consider and discuss issues from a Citywide perspective, as well as that of particular stakeholders or interests;
3. Understand and be able to articulate the Committee's charge, responsibilities, and adopted annual work program;
4. Strive to reach consensus on matters under consideration;
5. Act with respect and consideration for the viewpoint of others;
6. Review and provide comment on reports, presentations, and recommended policies or strategies related to transportation issues that may come before it; and
7. Vote on motions in front of the Committee, except where reasonable abstention is necessary.

B. Committee members shall discharge their duties as specified and or directed by Council. However, the Committee may propose recommendations or otherwise participate regarding legislative matters including but not limited to, citywide transportation policy; transportation system planning, development standards, etc.

C. Members of the Committee shall not make representations on behalf of the City of Tigard or the Committee, nor act in an official capacity, unless specifically authorized through an action of the Committee.

D. Membership in the Committee does not restrict in any way the rights of any Committee member from exercising their participatory or due process rights as a private citizen.

SECTION VIII. ATTENDANCE

If any regular member of the Committee is unable to attend a meeting, he or she is expected to notify the Chair or Vice Chair, or the staff liaison if delegated by the Chair. If any member is absent from any six (6), regularly scheduled meetings within one year or three (3) consecutive meetings without reasonable cause, the issue shall be placed on the upcoming agenda, and upon majority vote of the Committee, that position shall be declared vacant. The Committee shall forward its action to the Mayor and Council, who may fill the vacant position.

SECTION IX. QUORUM

At any meeting of the Committee, a quorum shall be a majority of the current regular members of the Committee. No action shall be taken in the absence of a quorum except that the meeting may continue with discussion on agenda items. For the purposes of forming a quorum, members who have disqualified or excused themselves from participation in any matter shall be counted as present.

In the event a quorum will not be present at any meeting, the Chair or Vice Chair shall notify the Committee members in advance so that a decision may be made whether to meet and take no action on agenda items, or to reschedule to a different time.

SECTION X. REMOVAL OF MEMBERS

- A. The City Council may remove members of the Committee in accordance with Section VIII Attendance.
- B. The Council may also remove members, when, in its judgment the conduct of a member does not conform to the City of Tigard Code of Conduct for Boards, Commissions and Committees or based on other conduct unbecoming a representative of the City.
- C. The Committee may make a recommendation to Council for the removal of a member for failure to comply with Section 7 Committee Member Responsibilities. The Committee shall forward a recommendation for replacement to the Mayor and Council in a timely manner.

SECTION XI. ANNUAL REPORT OF THE COMMITTEE

- A. Not later than December 1, the Committee shall prepare an Annual Report to the City Council.
- B. The Annual Report shall include a summary of key activities and proceedings and any specific suggestions or recommendations which the Committee believes would assist its mission or improvement of the City's transportation system.
- C. The Annual Report may be in the form of a joint meeting with Council.
- D. The Annual Report shall not be submitted unless approved by the Committee. Committee members will be provided an opportunity to prepare for and participate in the joint meeting.

SECTION XII. AMENDMENTS

- A. These bylaws are adopted by resolution of the Tigard City Council, are binding on the Committee, and may be amended by the City Council. The Committee may propose amendments for Council consideration.