

LAKE COUNTY SPECIAL TRANSPORTATION FUND BYLAWS

ARTICLE I — NAME & PURPOSE

Section 1 — **Name:** The name of the organization shall be Lake County Special Transportation Fund Advisory Board. It shall be an advisory committee organized under the laws of the State of Oregon, ORS391.800 Elderly and Disabled Special Transportation Fund, and is the Special Transportation Funds Advisory Committee for the STF Agency, Lake County, and Board of County Commissioners.

Section 2 — **Purpose:** The purpose of this advisory committee is to advise and assist the governing body of the STF Agency Lake County Board of County Commissioners in carrying out the purposes of ORS 391.800 to 391.830.

ARTICLE II — Committee Role

Section 1 — **STF advisory committee role:** The advisory committee will perform the following:

[(a) Advise the governing body of the STF Agency regarding the opportunities to coordinate STF moneys and STF-funded projects with other transportation programs and services to avoid duplication and gaps in service;

(b) Review the proposed distribution of Formula Program moneys and make recommendations to the STF Agency;

(c) Review Discretionary Grant proposals and make recommendations to the STF Agency

(d) Participate in developing and updating of the STF Plan.

As necessary to perform these tasks, the advisory committee will develop processes and procedures to identify projects for potential funding. The 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 advisory committee may recommend to the STF Agency any changes to the proposed distribution of Formula Program moneys or Discretionary Grant applications it considers necessary.

Describe additional tasks, such as review reports; inspect equipment and facilities, etc. as appropriate to the functioning of the committee.

The advisory committee will not lobby.

ARTICLE III — ADVISORY COMMITTEE MEMBERS

Section 1 — **Membership Qualifications:** Advisory Committee membership shall consist of individuals who reside within the boundaries of the area governed by the STF Agency and must be 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) An individual engaged in providing transportation services to the elderly or disabled;
- (d) A representative of elderly individuals; or
- (e) A representative of disabled individuals.

Section 2 — **Committee Composition:** The committee shall reflect the county's diverse population and geographic locations of the county.

Section 3 — **Appointment of Members:** The governing body of the STF Agency shall appoint members to the STF Advisory Committee.

Section 4 — **STF advisory committee size, and compensation:** The STF advisory committee shall have up to 9, but not fewer than 5 members. The STF advisory committee receives no compensation other than reasonable expenses, in accordance with STF Agency policy.

Section 5 — **Terms of membership:** All advisory committee members shall serve [2-year] terms, but are eligible for re-appointment to unlimited consecutive terms.

Section 6 — **Meetings and notice:** The advisory committee shall have regular meetings at least 4 times (emphasis on quarterly schedule) per year, rotating meetings as follows: 2-South Lake, 1-Mid Lake, 1-North Lake.

Section 7 — **STF advisory committee elections:** An election of the members will determine the officers of the advisory committee. This election shall take place during a regular meeting of the advisory committee, called in accordance with the provisions of these bylaws.

Section 8 — **Election procedures:** New officers shall be elected by a majority of members present at such a meeting, provided there is a quorum present. Officers so elected shall serve a term beginning on the first day of the next fiscal year.

Section 9 — **Officers and Duties:** There shall be two officers of the STF advisory committee, consisting of a chair and vice-chair. Their duties are as follows:

The chair shall convene regularly scheduled STF advisory committee meetings. The chair represents the advisory committee at meetings and communications with the governing body of the STF Agency.

The vice-chair shall chair committees on special subjects as designated by the STF advisory committee. The vice-chair shall convene the STF advisory committee meetings in the absence of the chair.

Section 10— **Vacancies:** When a vacancy on the STF advisory committee exists mid-term, the STF advisory committee shall make recommendations to the STF Agency appoint members to fill vacancies.

Section 11 — **Resignation, termination, and absences:** 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, more than two unexcused absences from STF advisory committee meetings in a year. A STF advisory committee member may be removed for other reasons by a three-fourths vote of the remaining directors and approval by the governing board of the STF Agency.

Section 13 — **Special meetings:** Special meetings of the STF advisory committee shall be called upon the request of the governing board of the STF Agency, the chair, or the STF administrator. Notices of special meetings shall be sent out by the STF administrator to each STF advisory committee member with at least 72 hours advance notice.

ARTICLE IV — COMMITTEES

Section 1 — **Committee formation:** The STF advisory committee may create committees as needed, such as fundraising, housing, public relations, data collection, etc. The STF advisory committee Chair appoints all committee chairs.

ARTICLE V — STF ADMINISTRATOR DUTIES

Section 1 — **STF Administrator:** The STF Administrator is designated or assigned by the governing body of the STF Agency. The STF Administrator has day-to-day responsibilities for the STF Program, including carrying out the STF Agency's goals and policies. The STF Administrator shall be responsible for 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 to ensure 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 governing board of the STF Agency.

The STF Administrator will attend all STF advisory committee meetings, report on the progress of the STF Program, answer questions of the STF advisory committee members and carry out the duties described in the job description. The STF advisory committee may request other duties as necessary.

ARTICLE VI — COMMITTEE OPERATING PROCEDURES

Section 1—**Meeting schedule:** The committee will have regular scheduled meetings on a quarterly basis.

Section 2—**Recommendation-making:** The committee will use the following process to make recommendations to the STF Agency: In-person vote or consensus, and email voting when needed.

Section 3 — **Quorum:** A quorum must be attended by at least forty percent of STF advisory committee members (or a minimum of three with a five member board) for business transactions to take place and motions to pass.

ARTICLE VI — AMENDMENTS

Section 1 — **Amendments:** These bylaws may be amended when necessary by two-thirds majority of the advisory committee members. Proposed amendments must be submitted to the secretary 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 April 12, 2012.



Administrator

4-12-2012

Date