

# **TRANSPORTATION POLICY ALTERNATIVES COMMITTEE (TPAC)**

## **BYLAWS**

### **ARTICLE I**

This Committee shall be known as the TRANSPORTATION POLICY ALTERNATIVES COMMITTEE (TPAC).

### **ARTICLE II**

The Transportation Policy Alternatives Committee coordinates and guides the regional transportation planning program in accordance with the policy of the Metro Council.

The responsibilities of TPAC with respect to transportation planning are:

- a. Review the Unified Planning Work Program (UPWP) and Prospectus for transportation planning.
- b. Monitor and provide advice concerning the transportation planning process to ensure adequate consideration of regional values such as land use, economic development, and other social, economic and environmental factors in plan development.
- c. Advise on the development of the Regional Transportation Plan (RTP) in accordance with federal planning regulations, the Oregon Transportation Planning Rule, the 1992 Metro Charter and the adopted 2040 Growth Concept.
- d. Advise on the development of the Metropolitan Transportation Improvement Program (MTIP) in accordance with federal planning regulations.
- e. Review projects and plans affecting regional transportation.
- f. Advise on the compliance of the regional transportation planning process with all applicable federal requirements for maintaining certification.
- g. Develop alternative transportation policies for consideration by the Joint Policy Advisory Committee on Transportation (JPACT) and the Metro Council.
- h. Review and comment on Metro Policy Advisory Committee land use matters that have significant transportation implications.
- i. Review local comprehensive plans for their transportation impacts and consistency with the Regional Transportation Plan. Recommend needs and opportunities for involving citizens in transportation matters.

j. The responsibilities of TPAC with respect to environmental planning include, but are not limited to:

1. Review and recommend project funding for controlling mobile sources of particulates, CO, HC and NOx.
2. Review the analysis of travel, social, economic and environmental impacts of proposed transportation control measures.
3. Review and provide advice on the proposed plans for meeting environmental standards as they relate to mobile sources.
4. Review and recommend action on transportation and parking elements necessary to meet federal and state clean air requirements.
5. Consultation role on air quality, pursuant to state and federal planning requirements.

**ARTICLE III  
MEMBERSHIP, VOTING, MEETINGS**

Section 1. Membership

a. The Committee will be made up of representatives from local jurisdictions, implementing agencies and citizens as follows:

City of Portland.....	1
Clackamas County .....	1
Multnomah County .....	1
Washington County .....	1
Clackamas County Cities.....	1
Multnomah County Cities (except Portland) .....	1
Washington County Cities .....	1
Oregon Department of Transportation.....	1
Washington State Department of Transportation.....	1
Southwest Washington Regional Transportation Council.....	1
Port of Portland.....	1
Tri-Met .....	1
Oregon Department of Environmental Quality.....	1
Metro (non-voting) .....	1
Citizens.....	6
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In addition, the City of Vancouver, Clark County, C-TRAN, Federal Highway Administration, Federal Aviation Administration (FAA), Federal Transit Administration (FTA), and Washington Department of Ecology may appoint an associate member without a vote. Additional associate members without vote may serve on the Committee at the pleasure of the Committee.

b. Each member shall serve until removed by the appointing agency. Citizen members shall serve for two years and can be reappointed.

c. Alternates may be appointed to serve in the absence of the regular member.

d. Unexcused absence from regularly schedule meetings for (3) consecutive months shall require the Chairperson to notify the appointing agency with a request for remedial action.

## Section 2. Appointment of Members and Alternates

a. Representatives (and alternates if desired) of Cities within a County (except Portland) shall be appointed by means of a consensus of the Mayors of those cities. It shall be the responsibility of the representative to coordinate with the cities within his/her county.

b. Citizen representatives and their alternates will be nominated through a public application process, confirmed by the Metro Council, and appointed by the President of the Metro Council.

c. Except as provided by (a) and (b), representatives (and alternatives if desired) of the Counties and the City of Portland shall be appointed by the chief administrative officer of their jurisdiction/agency.

## Section 3. Voting Privileges

a. Each member or alternate of the Committee, except associate members, shall be entitled to one (1) vote on all issues presented at regular and special meetings at which the member or alternate is present.

b. The Chairperson shall have no vote. Section 4. Meetings

## Section 4. Meetings

a. Regular meetings of the Committee shall be held each month at a time and place established by the Chairperson.

b. Special meetings may be called by the Chairperson or a majority of the Committee members.

## Section 5. Conduct of Meetings

a. A majority of the voting members (or designated alternates) shall constitute a quorum for the conduct of business. The act of the majority of the members (or designated alternates) present at meetings at which a quorum is present shall be the act of the Committee.

b. All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

c. The Committee may establish other rules of procedure as deemed necessary for the conduct of business.

d. An opportunity will be provided at each meeting for citizen comment on agenda and non-agenda items.

## **ARTICLE IV OFFICERS AND DUTIES**

### Section 1. Officers

The permanent Chairperson of the Committee shall be the Metro Planning Director or designee.

### Section 2. Duties

The Chairperson shall preside at all meetings he/she attends and shall be responsible for the expeditious conduct of the Committee's business.

### Section 3. Administrative Support

a. Metro shall supply staff, as necessary, to record actions of the Committee and to handle Committee correspondence and public information concerning meeting times and places.

## **ARTICLE V SUBCOMMITTEES**

Subcommittees of the Committee are established to oversee the major functional area in the transportation planning process where specific products are required. The following are designated as permanent subcommittees:

a. Metropolitan Transportation Improvement Program (MTIP) Subcommittee -- to support the development and update of the five-year TIP, including the Annual Element.

b. Regional Transportation Options Subcommittee (RTO) --to recommend measures to reduce travel demand for inclusion in the RTP or funding in the MTIP, and to provide oversight on implementation of the Regional Travel Options Strategic Plan.

Other subcommittees may be established by the Chairperson, subject to approval of bylaws by TPAC. Subcommittee bylaws establish the scope of activities for these groups, though TPAC may direct subcommittees to consider issues that fall outside their respective bylaws, when appropriate.

Subcommittee members can include TPAC members, alternates and/or outside experts. All such committees shall report to the Transportation Policy Alternatives Committee. Ad-hoc committees that function for less than six months may be established by the chair, and shall operate under the TPAC procedures for meeting notice requirements.

## **ARTICLE VI REPORTING PROCEDURES**

The Committee shall make its reports and findings and recommendations to JPACT-and the Metro Council. The Committee shall develop and adopt procedures, which adequately notify affected jurisdictions on matters before the Committee.

## **ARTICLE VII AMENDMENTS**

Amendments to the Bylaws require the approval of JPACT and the Metro Council.