

# TransPort Subcommittee Bylaws

Approved by TPAC May 3, 2019

## Purpose

TransPort's purpose is to:

- Share best practices in maintaining and continually improving upon day-to-day transportation operations and smart infrastructure.
- Collaborate on any addition of new and emerging technologies into the region's Intelligent Transportation Systems (ITS) Architecture to improve upon and expand capabilities and compatibility of regional systems.
- Transfer knowledge and best practices across operators, engineers and planners.
- Provide an ongoing public forum for implementing Transportation System Management and Operations (TSMO).

In these respects and as applicable, TransPort will work to implement the Regional Transportation Plan (RTP), advise the Transportation Policy Alternatives Committee (TPAC), and serve the greater Portland region.

## Mission Statement

TransPort's Mission is to implement strategies and systems that include operations and technologies that are the best solutions to collaboratively and proactively manage the region's multimodal transportation system to ensure safe, reliable, efficient, connected and equitable mobility for people and goods.

## History

The TransPort Subcommittee is rooted in an organic partnership developed as a multi-agency ITS Committee and was formed initially for the federally funded ITS Early Deployment Study in 1993 and has continued meeting since then. The Subcommittee continues to operate in a consensus manner for cooperative planning and deployment. TransPort was formalized as a Subcommittee of TPAC February 25, 2005.

## Powers and Responsibilities

The following tables describe the powers and responsibilities of the TransPort Subcommittee of TPAC.

Relationship to TPAC	
Powers	<ul style="list-style-type: none"><li>▪ TransPort recommends actions, including use of regional funds for TPAC consideration.</li><li>▪ TransPort evaluates regional ITS initiatives for technical merit, operational benefits and other quality oversight, as directed by, or in communication with TPAC.</li></ul>

	<ul style="list-style-type: none"> <li>▪ TransPort is a stakeholder in transportation policy and planning.</li> <li>▪ TransPort may write letters and provide testimony based on technical sources for policy, planning and legislative processes, while keeping TPAC informed.</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>▪ Report TransPort progress to TPAC quarterly.</li> <li>▪ Raise issues related to the region’s Intelligent Transportation Systems.</li> <li>▪ Measure performance related to TSMO.</li> <li>▪ TPAC will communicate opportunities to TransPort.</li> <li>▪ TPAC will engage TransPort as a stakeholder in related policy processes.</li> <li>▪ TPAC Chair will be notified in advance of TransPort electing their Chair, Vice-Chair or interim.</li> <li>▪ TPAC Chair and Members (especially TPAC Community Representatives) are welcome and encouraged to attend TransPort meetings, interface with their TSMO/ITS leads and connect in productive ways to achieve regional outcomes.</li> <li>▪ All TransPort-participating agency representatives will update their TPAC counterpart or representative. TransPort will provide overview to new TPAC Community Representatives.</li> <li>▪ Metro will assign staff and establish staff role including TransPort Subcommittee’s TSMO Program Manager.</li> </ul>

Funding	
Powers	<ul style="list-style-type: none"> <li>▪ Update criteria by which TSMO candidate projects for program funds will be allocated.</li> <li>▪ Recommend TSMO program funds for projects based on criteria. TransPort recommends directing those funds to eligible public agencies, universities or through public-private partnerships led by a public agency.</li> <li>▪ Recommend amendments to TSMO funded projects.</li> <li>▪ Influence project deadlines of lead agencies.</li> <li>▪ TransPort may lead collaborative funding of projects by creating an agreement among agencies to provide funds or matching funds toward a project that benefits TransPort’s Mission.</li> <li>▪ Pursue additional funding sources for TransPort or TransPort-partner priorities.</li> <li>▪ Invite private-sector partnerships where project outcomes align with TransPort’s Mission and prioritized needs.</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>▪ TransPort leads the region to prioritize needs, coordinating around funding sources and opportunities for the benefit of prudent investments of public funds.</li> <li>▪ TransPort evaluates projects submitted for regional, state and federal funding through the MTIP and STIP processes, and proposes</li> </ul>

	<p>coordination of funds for regional ITS technology and systems integration.</p> <ul style="list-style-type: none"> <li>▪ TransPort works with Washington State partners to leverage investments.</li> <li>▪ Write letters in support of additional funding for projects, operations and maintenance.</li> </ul>
Technology, Data and Data Communications	
Powers	<ul style="list-style-type: none"> <li>▪ TransPort has authority to originate Intergovernmental Agreements for such things as rules, polices, procedures and/or other commitments regarding the use and sharing of the regional Intelligent Transportation System.</li> <li>▪ Adopt regional Concepts of Operations; however, no TransPort action shall supersede an individual agency’s laws, rules, policies and procedures.</li> <li>▪ Determine compatibility between currently deployed systems (regional ITS Architecture) and proposed systems, in coordination with US DOT rules and regulations (e.g., current transportation bill such as FAST Act).<sup>1</sup></li> <li>▪ Voice issues and needs for deploying technology to meet transportation system needs.</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>▪ Follow FHWA Systems Engineering for Intelligent Transportation Systems guidance.<sup>2</sup></li> <li>▪ Maintain regional ITS Architecture to coordinate agency partners and projects.</li> <li>▪ Improve regional data communications through the regional Communications Master Plan and ITS Network.</li> <li>▪ Collect, analyze and disseminate data to manage and improve operations of the transportation system.</li> <li>▪ Leverage interoperability, open architecture, open data and data partnerships.</li> </ul>

## People

TransPort welcomes all people and perspectives. TransPort Subcommittee meetings provide a regional forum for the purpose of encouraging a collaborative and proactive approach to design and implementation of transportation systems, consistent with TransPort’s Mission.

Implementing agencies include those within the Metro area as well as neighboring Oregon and Washington public agencies.

<sup>1</sup> Regional ITS Architecture report is posted on Metro’s website: <https://www.oregonmetro.gov/regional-transportation-system-management-and-operations-plan> US DOT’s Architecture Reference for Cooperative and Intelligent Transportation (ARC-IT) is posted here: <https://local.iteris.com/arc-it/>

<sup>2</sup> Source FHWA: [https://ops.fhwa.dot.gov/int\\_its\\_deployment/sys\\_eng.htm](https://ops.fhwa.dot.gov/int_its_deployment/sys_eng.htm)

**Official Members**

The official members of TransPort include representatives of the following jurisdictions and agencies:

City of Portland	1
Multnomah County	1
Washington County	1
Clackamas County	1
ODOT	1
TriMet	1
<u>Metro</u>	<u>1</u>
<b>Total</b>	<b>7</b>

**Titles, Qualifications, Duties and Roles**

<b>Chair (or Interim-Chair)</b>	
Qualifications	<ul style="list-style-type: none"> <li>▪ Employed by one of the three regional-serving public agencies: Metro, Oregon Department of Transportation Region 1 or TriMet.</li> <li>▪ Professional Engineer or Professional Traffic Operations Engineer</li> <li>▪ Budget authority within their own agency.</li> <li>▪ Nominated by anyone and subsequently elected by a vote of TransPort Members.</li> </ul>
Duties	<ul style="list-style-type: none"> <li>▪ Assist in drafting TransPort’s work plan.</li> <li>▪ Set TransPort Subcommittee agenda.</li> <li>▪ Attend all TransPort Subcommittee meetings barring unforeseen circumstances.</li> <li>▪ Facilitate TransPort Subcommittee discussion and be responsible for the expeditious conduct of Subcommittee business. During discussion on action items, the Chair will make reasonable efforts to achieve consensus among all TransPort Subcommittee attendees.</li> <li>▪ Call action items to a vote by Members, cast one (1) vote for the Chair’s agency.</li> <li>▪ Record votes on action items that pass or fail.</li> <li>▪ Hold TransPort Executive Session meetings when needed.</li> <li>▪ Serve a 3-year term (no term limits).</li> <li>▪ Use Democratic Rules of Order to assist in procedures.</li> </ul>

<b>Vice Chair (or Interim-Vice Chair)</b>	
Qualifications	<ul style="list-style-type: none"> <li>▪ Employed by a public agency serving the metro region that may also be the same as Chair’s agency but does not increase votes for that agency.</li> <li>▪ Nominated by anyone and subsequently elected by a vote of TransPort Members.</li> </ul>
Duties	<ul style="list-style-type: none"> <li>▪ Lead innovations consistent with TransPort’s Mission and the</li> </ul>

	<p>TSMO Strategy.</p> <ul style="list-style-type: none"> <li>▪ Maintain attendance at least 50% of TransPort Subcommittee meetings in a 12 month period, starting December 2018.</li> <li>▪ Develop culture of public-private partnerships.</li> <li>▪ Serve a 1-year term (no term limits).</li> </ul>
Member (or Alternate or proxy)	
Qualifications	<ul style="list-style-type: none"> <li>▪ Not from the TransPort Chair’s agency; and,</li> <li>▪ Not from the TransPort Vice Chair’s agency; and,</li> <li>▪ Employed by and appointed by Metro, ODOT, TriMet, Clackamas County, Multnomah County, Washington County or City of Portland; or,</li> <li>▪ A proxy for a Member for an agency that at least partially overlaps geographically or shares the same County and is approved by the TransPort Chair.</li> </ul>
Duties	<ul style="list-style-type: none"> <li>▪ Apply the Regional Transportation Plan and Transportation System Management and Operations Strategy in decision making. Participate in related planning processes.</li> <li>▪ Assist in drafting TransPort’s work plan.</li> <li>▪ Suggest TransPort agenda items to Chair.</li> <li>▪ Maintain agency attendance at least 50% of TransPort Subcommittee meetings in a 12 month period, starting December 2018.</li> <li>▪ Stay informed of, review and comment on TransPort Subcommittee work.</li> <li>▪ Work in advance of TransPort decisions to coordinate internally to develop consensus within agency to ensure agency interests are fully represented with full internal agreement; and, when applicable, work toward consensus among geographically overlapping agencies and among local stakeholders.</li> <li>▪ Cast one (1) agency vote or abstain on TransPort actions.</li> <li>▪ Adhere to the ethics or code of conduct of their agency or affiliation.</li> <li>▪ Maintain or pursue professional licenses, certifications,<sup>3</sup> or training<sup>4</sup> related to the fulfilling TransPort’s Mission.</li> <li>▪ No term limits apply to Members.</li> </ul>
Roles	<p>Metro designates TSMO Program Manager</p> <p>A Member (or Alternate or Proxy), by a vote of TransPort, may fulfill the additional role of:</p>

<sup>3</sup> Certifications include but are not limited to: Professional Engineering (PE) license, Professional Traffic Operations Engineer (PTOE), Certified Systems Engineering Professional (CSEP), American Institute of Certified Planners (AICP)

<sup>4</sup> Training opportunities are announced through TransPort communications and additional training can be found through Oregon ITE <http://www.oregonite.org/oregon-its-subcommittee.html>, Oregon TIM <http://www.oregon.gov/ODOT/Maintenance/Pages/Traffic-Incident-Management.aspx>, the US DOT ITS Professional Capacity Building Program <https://www.pcb.its.dot.gov/>, National Operations Center of Excellence (NOCoe) [www.transportationops.gov](http://www.transportationops.gov).

	<ul style="list-style-type: none"> <li>▪ TransPort Secretary</li> <li>▪ ITS Architecture Representative</li> <li>▪ ITS Network Management Team Chair (who will also be the TransPort liaison to the Cooperative Telecommunications Infrastructure Committee)</li> <li>▪ PORTAL Technical Advisory Committee Chair</li> <li>▪ TIM Coalition Liaison</li> <li>▪ Central Signal System Users Group Chair</li> <li>▪ Other roles as needed</li> </ul>
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Public Agency Stakeholder (non-voting)	
Qualifications	<ul style="list-style-type: none"> <li>▪ Employed by a public agency or university.</li> </ul>
Duties	<ul style="list-style-type: none"> <li>▪ Represent public agency or university stakeholder needs.</li> <li>▪ Communicate with TransPort Subcommittee on agenda items.</li> <li>▪ Offer feedback, especially during comment periods.</li> </ul>

All people and public agencies are encouraged to attend including the Port of Portland; FHWA; Clark County, Washington; C-TRAN; Southwest Washington RTC; the City of Vancouver, Washington; Washington State DOT-Southwest Region; cities; the City of Portland Bureau of Emergency Communication; and Portland State University.

Friends of TransPort (non-voting)	
Qualifications	<ul style="list-style-type: none"> <li>▪ Employed by a consultant firm, vendor, private sector interested party, non-profit or community based organization; or,</li> <li>▪ Researcher, student, members of a non-profit/community based organization or any member of the public.</li> </ul>
Duties	<ul style="list-style-type: none"> <li>▪ Share initiatives, best practices, unmet needs or other topics important to the TransPort’s Mission and work.</li> <li>▪ Communicate with TransPort Subcommittee on agenda items.</li> <li>▪ Offer feedback, especially during comment periods.</li> </ul>

**Communications**

The functions of TransPort Subcommittee communications are to coordinate meetings, information, events and announcements to all people described above plus public interested parties. TransPort Subcommittee meeting dates will be posted on Metro’s website. The result is transparency. The Chair and TSMO Program Manager (Metro) will maintain a contact list. TransPort communications will always include the Chair. Questions or issues shall be directed to the Chair, TSMO Program Manager, or both.

### **Calling a Meeting and Communicating the Agenda**

The TransPort Subcommittee will set the schedule for regular TransPort Subcommittee meetings throughout the year. The Chair may change a Subcommittee meeting date, giving notice of the change at least two (2) weeks prior to the set schedule meeting date. Agendas will be communicated and posted one (1) week in advance. Agendas will include a brief opportunity for attendees to comment on non-agenda topics. Agenda action items will include a basic language description of the proposed action along with relevant informational materials. TransPort Subcommittee meeting summaries will be posted within two (2) months of the meeting.

The TransPort Chair or a total of five (5) including TransPort Vice Chair and Members may also convene Executive Session meetings of the TransPort Subcommittee Vice Chair and Members only. Agendas for Executive Session meetings will be communicated in advance. Meeting summaries are not required. No TransPort actions will be taken at Executive Session meetings.

The TransPort Chair may cancel a meeting originated by the Chair at any time for any reason.

The TransPort Chair and TSMO Program Manager will select a location that best meets the needs of TransPort's Mission. All TransPort Members and Public Agency Stakeholders are encouraged to self-nominate their location for TransPort meetings.

TransPort Members elected to hold Chair roles with affiliated groups (e.g., ITS Network Management Team, PORTAL Technical Advisory Committee and Central Signal Systems User Group) will set agendas for those groups.

### **Incorporating Equity**

TransPort, recognizing equity in its Mission, wrote these bylaws to be flexible and provide transparency in the power, responsibilities and in the decision-making process. Incorporating equity also means raising and answering questions:

1. Are perspectives from historically underrepresented individuals included?
2. Who else needs to be included as a stakeholder in discussions before making decisions?
3. Have efforts been made to get information out in advance?
4. What support is needed to explain technical items that affect people directly in non-technical ways?
5. Is there an opportunity to lead in reversing inequities experienced in historically marginalized communities?
6. Has the decision-making process included discussions and analysis to know if impacts are disproportionate across demographics and if so what mitigations are advisable?
7. If data and analysis does not exist to assist TransPort in answering these questions, what efforts are being made to build a body of knowledge to help?

The Chair, Vice Chair, Members (or Alternates or proxies) and TSMO Program Manager will actively seek answers to these questions to advance equity in the region.

### **Taking Attendance and Establishing a Quorum**

The TSMO Program Manager will take attendance at TransPort Subcommittee meetings keeping track of Vice Chair, Member (or Alternate) rate of attendance over the past 12 months as described in Member Duties.

The TransPort Chair, or Vice-Chair in the absence of Chair, will establish quorum at TransPort Subcommittee meetings prior to action items. A quorum is reached when a total of five (5) including TransPort Chair or Vice Chair, plus Members (or Alternates or proxies) are present. With a quorum, TransPort may take action such as adopting rules, agreements or other commitments. TransPort may hold Subcommittee meetings without a quorum and discuss issues relating to the TransPort’s Mission so long as no actions are taken.

### **Voting**

Action items may include policies, project funding recommendations, rules, agreements, reports, bylaws, affiliations of subgroups, amendments to past decisions or other subjects. Action items brought to, or raised at the TransPort Subcommittee, having a quorum present, are open to discussion among all attendees. The Chair, having made reasonable efforts to achieve consensus, will call for a vote (Chair, Vice Chair, Members (or Alternates or proxies) may vote; no absentee voting). Action items pass with five (5) “Pro” votes from the total votes possible. Total votes possible are seven (7) and include Chair, Vice Chair and all Members (or Alternates or proxies) and this number is not reduced by absent Members (Alternates or proxies).

The TSMO Program Manager will record discussion, points of agreement and disagreement and other information in the meeting summary to provide TPAC and others the context for the decision.

Groups affiliated with TransPort (e.g., ITS Network Management Team, PORTAL Technical Advisory Committee and Central Signal System Users Group) may discuss, prioritize and make recommend actions to the TransPort Subcommittee but will not carry actions independently.

### **Resignation**

Chair and Vice Chair are asked to share resignation with TransPort Members three months prior to their last date of willingness to serve in their role.

Members may withdraw from the TransPort Subcommittee at any time and are asked to immediately notify the Chair of TransPort of their withdrawal.

### **Indemnity**

No individual TransPort Member (or Alternate or proxy), Chair or Vice Chair is responsible for a funding decision. The TransPort Subcommittee is not responsible for project delivery due to lead agency cost increases, funding shortfalls, changes in policy, changes in eligibility, changes in authorization or any other reason.

### **Review**

TransPort Bylaws shall be reviewed at the direction of the TPAC Chair and during a TSMO Strategy adoption process. The TransPort Chair and TSMO Program Manager will draft Bylaws updates for TransPort Subcommittee review. TransPort action can recommend changes to these Bylaws to TPAC.