

**BYLAWS OF THE COMMITTEE ON ACCESSIBLE TRANSPORTATION  
of the  
Tri-County Metropolitan Transportation District of Oregon**

**REVISED 8/1/2023**

**Article I – General Purpose, Roles and Responsibilities**

**Section 1. Purpose**

The Committee on Accessible Transportation (hereinafter referred to as the “Committee” or “CAT”) advises the TriMet Board of Directors and TriMet staff on issues in regard to the District’s transportation plans, policies and programs for persons living with disabilities and older adults.

**Section 2. Roles and Responsibilities**

In carrying out its purpose, the Committee shall:

- a. Represent the community on matters affecting people living with disabilities and older adults;
- b. Provide a public forum for the discussion of TriMet services and maintain communication with groups representing persons living with disabilities and older adults.
- c. Convey community views on transportation matters affecting persons living with disabilities and older adults to the TriMet Board and TriMet staff.
- d. Review, recommend, and advise TriMet staff and the TriMet Board of Directors on short and long-range plans for compliance with local, state, and federal requirements relating to accessible transportation systems for approval by the TriMet Board.
- e. Review, recommend, and advise the TriMet Board and staff concerning projects and plans relating to accessible transportation systems.
- f. Recommend strategies to fully implement accessible transportation plans, policies, and programs adopted by the TriMet Board;

- g. Provide advice and input on accessibility features under consideration for rail, bus, and paratransit vehicles scheduled for purchase or modification.
- h. Disseminate information about transportation services available to persons living with disabilities and older adults throughout TriMet's service area.
- i. As requested by the City of Portland or TriMet, consider and provide advice to the City regarding the accessibility of the Portland Streetcar system.
- j. General guidelines applicable to all:
  - 1. Each speaker will direct their comments to the Chair and or presiding officer and not to any other individual present.
  - 2. Each speaker will refrain from personal attacks, foul or abusive language, and will maintain a civil and courteous manner and tone.
  - 3. Each speaker will speak only to the agenda item under consideration.
  - 4. Members of the audience will respect the rights of others and will not create noise or other disturbances that will disrupt or disturb persons who are addressing the Chair and Committee Members, Presenters or Staff, or members of those bodies who are speaking, or otherwise impede the orderly conduct of the meeting.
  - 5. Members of the Committee will conduct themselves in a professional and respectful manner at all meetings.
  - 6. Members of will not speak until recognized by the Chair or presiding officer.
  - 7. Remarks by members of the Committee will be directed to the Chair or presiding officer and not to individuals in attendance. Questions for staff or individuals or other Committee members will be directed to the Chair or presiding officer, who will then direct the appropriate person to answer.

8. Members of the Committee are always free to criticize or question policies, positions, data or information presented. However, members of the Committee will not attack or impugn the person presenting.

k. Enforcement

The Chair or presiding officer has the authority to enforce each of the Guidelines of Decorum regarding members of the public. If any Guideline is violated, the Chair or presiding officer will give the speaker a warning, citing the Guideline being violated, and telling the speaker that a second violation will result in a forfeiture of the right to speak further. The Chair or presiding officer also may have the offending speaker removed from the meeting if the misconduct persists.

## **Article II – Members, Officers and Vacancies**

### **Section 1. Committee Membership**

The Committee shall be composed of 15 members who live, work, volunteer, or attend school within TriMet’s service area who are recruited and recommended annually through procedures established by the Committee’s Nominating Subcommittee and TriMet staff. After nomination, members will be appointed and/or reappointed by the TriMet General Manager and President of the TriMet Board.

Membership will be composed of the following categories:

At least eight (8) “Consumer” members at large who are persons living with disabilities or older adults who use or are familiar with TriMet’s public transportation services;

No more than six (6) “Representative” members who represent people living with disabilities or older adults who use or are familiar with TriMet’s public transportation services. “Representative” members should have a direct affiliation with an agency or organization that provides services or advocacy to older adults or people living with a disability, and represent the needs of the participants in that organization’s work. Representative positions are expected to share information with their organization(s) about

the work undertaken by CAT and inform their role on CAT by the mission of the organization they represent. Each applicant's transit usage and/or familiarity with the transit system will be considered during the recruitment/interview process; and

One (1) member of the TriMet Board, who shall not serve as an Officer or member of the Executive Committee, and is a non-voting member of the Committee. The representative of the TriMet Board is expected to report activities of the CAT to the Board, conveying CAT's recommendations regarding specific TriMet initiatives.

TriMet places a priority on achieving a diverse representation of disability experiences, including but not limited to the following:

- Mobility
- Sensory
- Deaf or hard of hearing
- Blindness or low vision
- Learning
- Intellectual
- Non-Apparent Disabilities
- Caregiving

In addition, TriMet welcomes those with multiple, intersecting identities in addition to the above, including but not limited to:

- Black people, Indigenous people, people of color LGBTQIA2S+
- Young adults ages 18-25
- Teens
- Older adults or elders
- Veterans
- People who earn low incomes

## **Section 2. Member Responsibilities**

Each "consumer" and "representative" member is expected to have or gain a working knowledge of TriMet's plans, policies, and programs, and actively participate in regularly scheduled meetings.

### **Section 3. Terms of Office**

The terms of office for each Consumer and Representative member shall be two (2) years commencing July 1 and ending June 30 two years later. Members may apply and be considered for reappointment to the Committee through the established nomination and appointment process. If a member fills an interim vacancy, their term shall end when the original member's term was set to end, and shall not extend beyond June 30<sup>th</sup> of the term-ending year.

The TriMet Board representative shall be appointed by, and serve at the pleasure of, the TriMet Board President.

### **Section 4. Chair**

The Committee shall elect from its membership a Chair who shall serve for a term of two years, and may be re-elected. The Chair shall preside at all meetings of the Committee and Executive Committee, unless absent or otherwise unable to attend. The Chair shall be a member of the Executive Committee and may appoint members to Subcommittees.

### **Section 5. Chair As Presiding Officer**

With the advice of the Executive Committee and in consultation with TriMet staff, the Chair shall determine the agenda for each meeting. The Chair shall conduct each meeting and be responsible for the maintenance of order and decorum.

The Chair shall determine all Points of Order, subject to the right of any member to appeal the Chair's determination to the entire Committee. In the event of an appeal, the majority decision of the Committee shall conclusively determine any question of order.

The Chair or their designee shall act as the primary spokesperson for the Committee, and may from time to time perform such other duties as requested by the Committee.

## **Section 6. Vice Chair**

The Committee shall elect from its membership a Vice Chair who, in the absence or inability of the Chair to serve, shall have all of the powers, and shall perform all of the duties, of the Chair.

The Vice Chair shall serve on the Executive Committee and may from time to time perform such other duties as may be requested by the Committee.

## **Section 7. Executive Committee**

An Executive Committee is hereby designated as a standing Subcommittee, comprised of the Chair, Vice Chair, and two Members-at-Large. The Members-at-Large shall be nominated by the Nominating Committee and elected by majority vote of the Committee. The Members-at-Large shall serve on the Executive Committee for the term of their appointment to the Committee. Upon expiration of the term of the Member/Members-at-Large or vacancy of the position(s), the Committee will elect new Member/Members-at-Large by majority vote.

The Executive Committee shall guide and coordinate the overall work of the Committee, and shall:

In consultation with TriMet staff, the Executive Committee's Work Plan will identify the issues to be addressed and the priorities for the Committee's work during the upcoming year, including the formation of ad hoc Subcommittees, and their agendas. The annual fiscal year agenda projection and anticipated workflow will be presented to the full Committee in September in a format determined by the Executive Committee.

The Executive Committee shall also determine which members attend conferences or other venues with limited availability, in those cases where more candidates than opportunities exist.

## **Section 8. Staff Role and Responsibilities**

The TriMet General Manager shall designate TriMet staff to assist with the preparation of meeting notices, agendas, and minutes for the Committee, Executive Committee, and ad hoc committee meetings as required. Staff

will assist the Committee in new member orientation, work planning and agenda setting, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work plan.

## **Section 9. Selection and Terms of Chair and Vice Chair**

During the regular Business meeting in May of any year, in which the term of a Chair or Vice Chair expires at the end of the fiscal year on June 30, and at any time when there is a vacancy in the office of Chair or Vice Chair, the Committee shall elect a Chair and Vice Chair from its eligible membership, (excepting the TriMet Board Committee member). The Chair and Vice Chair shall assume their duties, following the May election date, on July 1, and shall serve in that capacity for the term of their Committee membership. The Chair and Vice Chair shall serve at the pleasure of the Committee and may be removed by a majority vote.

## **Section 10. Participation and Vacancies**

Regular member attendance and participation is expected and highly valued by the Committee, and members are expected to attend at least seventy-five percent (75%) of each year's Committee business meetings. Additionally members are expected to attend at least seventy-five percent (75%) of the meetings of one Subcommittee. A member shall notify the Chair or TriMet staff at least 24 hours in advance of a meeting if the member is unable to attend. In an emergency, the member shall notify the Chair or TriMet staff as soon as is reasonably possible. Failure to notify shall be counted as an unexcused absence.

The Executive Committee may excuse the absence of a member for good cause which shall not count against the member's attendance requirements. Subject to the foregoing, in the event a member fails to attend at least seventy-five percent (75%) of the Committee business meetings, and/or seventy-five (75%) of their chosen Subcommittee meetings, the Executive Committee will review the circumstances and make a recommendation to the TriMet General Manager and the Board President as to whether the member's position should be deemed vacant.

When a vacancy occurs by resignation or through absence, the Executive Committee shall determine whether to fill the position through the regular

nominating process, or to make a recommendation to the TriMet General Manager and Board President for an interim appointment for the remainder of the absent member's term.

Upon a member's completion of their term, transit benefits will be extended to the last day of the month following the end of their term (e.g. if the committee member's term ends June 30<sup>th</sup>, they will have benefits through July 31<sup>st</sup>.)

## **Section 11. Succession, Mentorship and Development**

To ensure the continuity and diversification of the Committee and the availability of qualified candidates for Chair, Vice Chair, and Executive Committee Members at Large, the Committee should engage in ongoing recruitment for new members, provide mentorship for members during their first year, and offer ongoing enrichment and development to the extent resources are available.

The Committee expects candidates for membership to have attended previous meetings, Subcommittee sessions, ad hoc Subcommittee meetings, Board meetings and/or other TriMet activities. Ongoing enrichment and development for Committee members may include conference attendance, Subcommittee leadership roles, and other activities intended to generate a qualified pool of candidates for leadership positions.

## **Article III – Meetings**

### **Section 1. General**

All meetings of the Committee shall be open to the public. Timely and appropriate public notices of all regular and special meetings shall be provided.

### **Section 2. Quorum**

A majority of the eligible voting members then appointed to the Committee shall constitute a quorum for the purposes of conducting business.



### **Section 3. Voting**

Each member of the Committee has a single vote. The Chair shall cast a vote only in cases of a tie.

### **Section 4. Actions**

All actions of the Committee shall be by motion passed by a majority of the members present and voting. When appropriate for clarification purposes or requested by a member, the Chair shall restate each motion immediately following its introduction. In situations where extensive discussion or debate occurs following introduction of a motion, or when an amendment(s) is (are) made to a motion, the Chair, or their designee shall restate in each motion immediately prior to calling for the vote. Following the vote, the Chair shall announce whether the motion carried or was defeated.

Actions being recommended by a Subcommittee shall be brought to the Committee with a motion and a second, and be subject to debate.

### **Section 5. Regular Meetings**

Regular Business meetings of the Committee shall be held monthly, unless changed by action of the Committee. A regular business meeting may be canceled by the Chair, with the concurrence of the Executive Committee. The Committee's annual cycle of meetings will begin with the July meeting and conclude with the June meeting the year following.

### **Section 6. Special Meetings**

Special meetings of the Committee may be called at any time by the Chair, or a majority of the Executive Committee, or by a majority of the full Committee members. Written notice shall be required for all special meetings, with such notices sent to members at least 72 hours before the time set for the special meeting.

## **Section 7. Subcommittee, Ad Hoc, or Special Meetings**

If a Committee quorum (50% RSVP or higher) for a Subcommittee, Ad Hoc, or Special committee meeting appears possible, TriMet staff will publicly advertise the meeting.

## **Section 8. Adjournment**

The Committee may adjourn any meeting to a time and place specified in the motion of adjournment, but not beyond the next regular meeting.

## **Section 9. Conflict of Interest**

Committee members shall declare any actual or potential conflicts of interest for any issue to be discussed. Member conduct shall be consistent with ORS Chapter 244 and the Oregon Government Ethics Commission rules. In the case of actual conflict, the member shall withdraw from all discussion and voting. In the case of potential conflict, the member may participate in discussion and voting following disclosure of the potential conflict.

## **Article IV – Agendas, Minutes, and Recommendations to the TriMet Board**

### **Section 1. Agendas**

TriMet staff shall provide the Executive Committee with a proposed draft agenda for each regular meeting at least seven days prior to the meeting date. The Executive Committee then shall approve the final agenda and the order of items thereon.

TriMet staff shall distribute the final agenda and prepare or compile the associated agenda action item materials for each meeting. To the extent possible, TriMet staff will distribute the agenda and action item materials to all Committee members so that they may be received no later than the Friday prior to the regular meeting.

## **Section 2. Minutes**

Minutes of each Committee meeting shall be prepared by TriMet staff and distributed with the agenda for the next meeting. TriMet staff shall retain copies of minutes in the Committee records.

## **Section 3. Recommendations to the TriMet Board**

The Chair or their designee may present the Committee's recommendations to the TriMet Board in person or in writing. These recommendations shall include necessary supporting documents and the related motion(s) adopted by the Committee.

## **Article V – Standing Subcommittees; Ad Hoc Subcommittees**

### **Section 1. Standing Committees and Subcommittees**

As referenced above, the Executive Committee is established as a standing Subcommittee, and when acting as the Finance Subcommittee, is responsible for all Committee financial matters.

A majority of the Executive Committee may establish other standing Subcommittees with particular purposes and jurisdiction, and the full Committee Chair shall designate the members and Chairs of each standing Subcommittee. The existence of a standing Subcommittee may be terminated by a majority vote of the Executive Committee.

### **Section 2. Nominating Subcommittee**

A Nominating Subcommittee is established as a standing Subcommittee. The designation of Nominating Subcommittee members and its Chair is the responsibility of the Committee Chair. The Nominating Subcommittee shall be responsible for reviewing and nominating candidates for election as Committee member, Committee Chair, Vice Chair, and Members at Large for the Executive Committee. Members of the Nominating Subcommittee may not nominate themselves for Chair, Vice Chair, or Committee Members at Large on the Executive Committee.

### **Section 3. Ad Hoc Subcommittees**

The Executive Committee also may establish temporary *ad hoc* Subcommittees for the purpose of addressing or exploring a particular issue or concern and reporting back to the full Committee. The full Committee Chair shall designate the Chair of each *ad hoc* Subcommittee.

The Chair may appoint persons to advise on an *ad hoc* Subcommittee who are not members of the Committee as a whole, if their knowledge and experience would assist the *ad hoc* Subcommittee in its work. At any time, a majority of the Executive Committee may determine when an *ad hoc* Subcommittee has fulfilled its purpose and dissolve it.

#### **Article VI – Special Transportation Fund Advisory Committee (STFAC)**

Committee members, except for the TriMet Board member, may serve as a member of the Special Transportation Fund Advisory Committee (STFAC). The Chair of the Committee will confirm the interest and availability of respective members to serve as a member of the STFAC, and forward nominations of qualified candidates to TriMet staff. The General Manager may appoint qualified Committee members to serve on the STFAC.

#### **Article VIII – Amendments**

These Committee Bylaws may be adopted and amended by a majority vote of the TriMet Board. Proposed amendments will be reviewed by the Committee prior to submission to the TriMet Board for Board action.

The effective date of these Bylaws is \_\_\_\_\_.