

Bylaws for the Linn-Benton Loop Technical Advisory Committee

Section 1: Purpose

The purpose of these Bylaws is to define the operating procedures for the technical advisory committee as established by the Linn-Benton Loop Board (hereafter Board). The committee is to advise the Linn-Benton Loop Board and staff regarding operations and performance of the Linn-Benton Loop Transit Service.

Section 2: Name

This committee shall be the Linn-Benton Loop Technical Advisory Committee (TAC).

Section 3: Responsibilities

Specific responsibilities of the Linn-Benton Loop TAC include, but are not limited to, the following:

- a. Advise on Linn-Benton Loop operations, including fare structure, routes and route timing, and service delivery
- b. Advise on strategic planning efforts, including service expansion, service cuts, and regional coordination;
- c. Recommend to the Board an annual budget;
- d. Explore additional funding or match sources as directed by the Board;
- e. Develop and, at the direction of the Board, oversee a transit safety program
- f. Review customer feedback and complaints and recommend to the Board follow-up actions requiring Board approval;
- g. Develop recommendations for and, at the direction of the Board, implement transit marketing programs;
- h. Conduct transit system planning, on-board or other rider surveys, regional transit service analyses, and other technical tasks as assigned by the Board.

Section 4: Membership

- a. **Membership:** The voting membership of the Linn-Benton Loop TAC shall consist of one technical or managerial staff representing each of the following:
 - City of Albany
 - City of Corvallis
 - Benton County
 - Linn County
 - Oregon Department of Transportation
 - Albany Area Metropolitan Planning Organization
 - Corvallis Area Metropolitan Planning Organization
 - Linn Benton Community College

- Oregon State University
 - Four at-large members, which may represent riders of the Linn-Benton Loop service, students, individuals with disabilities, bus drivers, interested citizens, or other funders of the Linn-Benton Loop service. At-large members should not represent entities already represented, except in the case of a bus driver.
- b. Appointment:** Representatives on the Linn-Benton Loop TAC shall be appointed by the entities listed above except for at-large members who shall be appointed by the Board upon review of the TAC and recommendation of staff. Entities may re-appoint representatives as necessary. Members may designate alternates to serve in their place and vote on their behalf.
- c. Tenure:** Representatives of the entities specifically listed above may serve continually and those entities may reappoint as necessary. At-large members serve two-year terms and are able to be reappointed with no term limit.
- d. Subcommittees:** The Linn-Benton Loop TAC, may create subcommittees consisting of its own members to conduct research or specific technical tasks. People who are not TAC members may be appointed if their knowledge and experience would assist the subcommittee in completing its work.

Section 5: Officers and Duties

- a. Election:** A Chair and Vice Chair of the Linn-Benton Loop TAC shall be elected at the first regularly scheduled meeting of the calendar year and shall hold the office until their successors are selected. The Chair shall not serve for more than two consecutive years.
- b. Responsibilities:** The Chair shall preside at all meetings and shall be responsible for the conduct at all meetings. The Chair shall also serve as a liaison between the Linn-Benton Loop TAC and the Board and any other advisory group as the need arises. The Chair has specific responsibility for the approval of agenda for all TAC meetings.
- c. Absence:** The Vice Chair shall perform the duties of the Chair in his or her absence and other duties as the Chair may assign. In the event that both the Chair and Vice Chair cannot attend a meeting, staff will assume responsibility for conducting a meeting.

Section 6: Meetings

- a. Regular Meetings:** Regular meetings shall be held at a date and time established by the Linn-Benton Loop TAC members. However, meetings shall be on an “as needed” basis and may be cancelled if agenda items do not justify.
- b. Cancellation:** Notice of cancellation or a change of meeting date, time, or location shall be sent to all members.

- c. **Electronic of Telephonic Participation:** Meetings may be held by telephone or other means of electronic communication, and Linn-Benton Loop TAC members may participate in any meeting by telephone or other means of electronic communication with advance notice of 24 hours given to staff. Such telephonic or electronic participation may only occur if the meeting is called to order at a location where all Linn-Benton Loop TAC members and any member of the general public can attend, understand, and either hear or read the comments of all the members participating in the meeting.
- d. **Special or Emergency Meetings:** Special or emergency meetings may be called by the Chair or staff on two days' notice. The person calling the special or emergency meeting shall fix the time and place for holding the meeting.
- e. **Development of meeting agendas:** Agendas shall be prepared prior to all meetings. Agendas should be sent with meeting notices, and, whenever possible, minutes of the previous meeting, at least seven calendar days prior to any regular meeting or coincident with notice of a special or emergency meeting. After consultation with staff, the Chair shall approve the agenda for all TAC meetings. In the absence of the Chair, the Vice Chair may approve the agenda. When timing is urgent, staff may add items to the approved agenda and advise the Chair at the earliest opportunity. Committee members may, at any time, forward a request to the Chair to place an item on the written agenda for the next meeting and the Chair shall inform the member about his/her decision.
- f. **Quorum:** Official action may be taken by the Linn-Benton Loop TAC when a quorum is present. A quorum shall exist when the majority of appointed voting members are present. A majority is half plus one of the members appointed. If a member is unable to participate in a meeting, that member may designate an alternate to participate in his/her place. The alternate should declare their status at the start of the meeting.
- g. **Public Participation:** All meetings will be open to the public and are subject to the provisions of Oregon Public Meeting laws (ORS 192.630)
- h. **Decision Making:** The Linn-Benton Loop TAC shall strive to reach decisions on a consensus basis. If consensus cannot be reached, a vote may be called by the Chair. All appointed members, including at-large members, are voting members of the TAC.
- i. **General Conduct:** Except as otherwise provided in these Bylaws, Roberts Rules of Order shall be followed at all meetings.
- j. **Minutes:** Written minutes from each meeting shall be taken and approved as a formal agenda item. The minutes may be in the form of "action minutes" simply noting major decisions and votes.

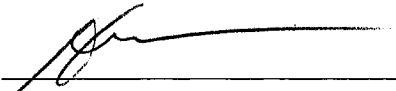
Section 7: Amendments to the Bylaws

The Linn-Benton Loop TAC may recommend amendments to, repeal of, or replacement of these bylaws at any regular meeting. Such changes become effective only upon endorsement of the

Linn-Benton Loop Board at a regular meeting of the Board and provided that written notice of the proposed change(s) has been sent to every Board member at least five calendar days before it is to be voted on.

Section 8: Effective Date

These Bylaws for the Linn-Benton Loop TAC have been reviewed and approved by the Board, effective May 30, 2017.



Hal Brauner, Chair
Linn-Benton Loop Board