

BYLAWS

Transportation Brokerage Advisory Committee
of
Oregon Cascades West Council of Governments

Approved by the COG Board July 21, 2016

ARTICLE 1 PURPOSE AND RESPONSIBILITIES

The Transportation Brokerage Advisory Committee is established by the Oregon Cascades West Council of Governments (COG) to advise the COG Board and COG staff on matters relating to the ongoing operation of the transportation brokerage serving Linn, Benton and Lincoln Counties and on other means of improving transportation in the region.

The Committee provides a forum for the discussion, understanding and recommendations of Non-Emergent Medical Transportation (NEMT) services and other transportation services to best meet the needs of residents, transportation providers, medical and other human services providers, the Oregon Health Authority (OHA), Inter-Community Health Network Coordinated Care Organization (IHN-CCO) and other community stakeholders. On an ongoing basis the Committee will facilitate communications among stakeholders, assist in the refinement and expansion of brokerage operations, assist in the resolution of problems and assist in the development of potential other uses of the brokerage program beyond NEMT services.

In addition to assisting in monitoring and evaluating the NEMT program the role of the Committee shall include, but not be limited to, recommending potential policy or procedure changes and program improvements and assisting in prioritizing those changes and improvements.

ARTICLE 2 MEMBERSHIP

A. The voting membership of the Committee shall not exceed seventeen (17) and shall consist of a mix of the following representatives from Linn, Benton and Lincoln Counties.

- a. The Special Transportation Coordinators for Linn, Benton and Lincoln Counties.
- b. Representatives of the Inter-Community Health Network Coordinated Care Organization (IHN-CCO).
- c. Community representatives (including but not limited to Seniors People with disabilities, representatives of Children, Adults and Families) People with low income and representatives of people with low income.

- d. Public transportation providers, public transportation coordinators, and users of public transportation.
- e. People who use brokerage transportation services, representatives of people who use brokerage transportation services and providers of brokerage transportation services.
- f. Representatives of organizations providing health services.
- g. Representatives of organizations providing human services.
- h. Representatives of residential care facilities.
- i. Members of the Oregon Cascades West Senior Services Advisory Council.
- j. Members of the Oregon Cascades West Disability Services Advisory Council.
- k. Members of City Councils, Tribal Councils, and County Boards of Commissioners.

Committee members shall be knowledgeable about transportation and/or human services needs.

B. The COG Board may also appoint ex-officio, non-voting members such as representatives of the Oregon Department of Human Services, the Oregon Health Authority and the Oregon Department of Transportation whose involvement, advice and expertise will enhance the ability of the Committee to fulfill its responsibilities.

ARTICLE 3 TERM OF OFFICE

A. Committee members shall be appointed by the COG Board to serve a term of two (2) years, effective July 1 through June 30 with overlapping terms (e.g. the terms of one half of the members will end on June 30, 2018 and the terms of one half of the members will end on June 30, 2019). Under the provisions of these revised bylaws, in order to maintain overlapping terms, the Board may decide to initially appoint members to one, two, or three year terms ending on June 30.

B. The COG Board may appoint an Alternate for a specific person appointed to the Committee. Alternates will be invited to participate in all meetings but will not hold voting privileges unless the appointed (regular) member is absent from the meeting.

C. If a vacancy occurs the COG Board may appoint a person to the remainder of the unexpired term.

D. In the event that a member has three (3) unexcused absences within a twelve (12) month period, the Committee will review the circumstances and make a recommendation to the COG Board on whether the member's position shall be considered vacated.

ARTICLE 4 OFFICERS

A. At the first meeting of even-numbered years the Committee shall elect a Chair and Vice Chair to serve two year terms. If a vacancy occurs the Committee at its next meeting shall elect a person to serve in the vacated position for the remainder of the term.

B. The Chair shall preside at all Committee meetings and shall be an ex-officio member of all subcommittees. The Chair has specific responsibility for the approval of the agenda for all meetings of the full Committee.

C. The Chair shall provide, upon a request from the Chair of the COG Board of Directors, an annual report to the COG Board of Directors regarding the operation of the Transportation Brokerage. The RideLine staff shall work with and assist the Chair in the preparation of the report.

D. The duties of the Vice Chair are to perform the duties of the Chair in his/her absence and any other duties as assigned by the Chair or Committee.

ARTICLE 5 SUBCOMMITTEES

A. Subcommittees may be established by the Chair and approval of the full Committee. Subcommittees may be formed to carry out specific tasks, with recommendations made to the full Committee.

B. The selection of subcommittee members will be the responsibility of the Chair, and people who are not members of the Committee may be appointed if their knowledge and experience would assist the subcommittee in completing its work.

ARTICLE 6 ORGANIZATIONAL PROCEDURES

A. The Committee shall meet at least once a quarter or as necessary to fulfill its responsibility. The Chair is responsible for making this determination and shall clearly communicate scheduling decisions with all members of the Committee. Each January the Chair, after consultation with Committee members and RideLine staff, will prepare a calendar of meetings for the year. The Committee may modify the calendar during the course of the year.

B. For the purpose of conducting official business a quorum shall exist when fifty-one (51) percent of the voting members are present.

C. Decisions shall be reached by a consensus process whenever possible. If it is not possible to obtain concurrence of all voting members present a seventy-five (75) percent concurrence of the voting members present shall be necessary for approval.

D. After consultation with the RideLine staff the Chair shall approve the agenda for all meetings of the full Committee. In the absence of the Chair the Vice Chair may approve the agenda. When timing is urgent COG 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.

E. The Chair may call a special meeting of the Committee for any purpose subject to the requirements, including a public notice to all required parties, of the Oregon Public Meeting law.

F. After the Chair approves the agenda RideLine staff shall prepare meeting agenda packets and forward them to all Committee members at least seven (7) days prior to a regularly scheduled meeting; and in as timely a manner as possible for special meetings.

G. Written minutes of each meeting shall be taken, included with the agenda packet for the Committee's subsequent meeting and approved as a formal agenda item. The minutes may be in the form of "action minutes" simply noting major decisions and votes.

H. Robert's Rules of Order shall serve as the parliamentary authority for the operation of the Transportation Brokerage Advisory Committee. The Committee may formulate additional specific standing rules and rules of order to govern its conduct of its meeting provided they do not conflict with these bylaws, are in writing and are forwarded to the Chair of the COG Board of Directors.

I. The conduct of the Committee, including public meetings, shall be in conformance with Oregon Public Meeting laws and Oregon Government Standards and Practices provisions of Oregon Revised Statutes. All meetings shall be held at a facility that is ADA accessible.

ARTICLE 7 BYLAWS AND BYLAW AMENDMENTS

A. The Committee may forward recommendations to the COG Board to repeal, amend, add to or replace these bylaws. A positive action of the Committee, under the provisions of Article 6 C., to amend the bylaws shall be forwarded to the COG Board for action at their next meeting.

B. The COG Board may initiate a change in these bylaws. Such change shall be presented at a meeting of the Board and referred to the Committee for comment. The change, with written comments from the Committee, shall thereafter be presented to the COG Board for its consideration. Action of the COG Board is required to adopt the proposed change.

C. Each Committee member shall be given a copy of these bylaws and subsequent amendments.