

**City of Oregon City  
Transportation Advisory Committee  
ByLaws**

***Established:** 11/4/09  
through R 09-27  
**Amended:** 6/19/13  
through R 13-20*

**Article I.      Name**

- A.      The name of this committee is Transportation Advisory Committee

**Article II.      Purpose, Authority and Duties**

- A.      The purpose of the Transportation Advisory Committee (TAC) is to serve as an advisory body to provide advice to the City Commission, Planning Commission and Urban Renewal Agency on the development of a City Transportation System and other transportation and land use matters relevant to the city of Oregon City, as well as guide preparation of transportation plans and programs, including the Neighborhood Traffic Management Plan.
- B.      The TAC shall have the authority to establish appropriate subcommittees including, but not limited to mass transit, pedestrian, bicycle, traffic safety, neighborhood traffic management and capital improvement.
- C.      The duties of the TAC are to review transportation issues that have been referred to the committee and make recommendations on these issues. The TAC also reviews and makes recommendations on the City's TSP. TAC members may also be asked to attend meetings that relate to transportation issues that may have an impact on the city.

**Article III.      Membership**

- A.      The Mayor appoints each member to the TAC.
- B.      The TAC consists of at least seven and as many as nine members. All of which shall be residents in the city limits of Oregon City, except for:
1.      Up to one member who may reside or work outside the city limits but whose work or residence shall be limited to the 97045 and 97004 zip codes.
  2.      Up to two members who shall be business owners in the city limits of Oregon City that may not live in Oregon City.
- C.      The committee is composed of two members of City-recognized neighborhood associations, one active member of the Oregon City Chamber of Commerce and the remaining members being appointed at large.
- D.      Vacancies are filled in the same manner as the original appointments.
- E.      Terms of the TAC shall continue to be overlapping three-year terms.
- F.      All members shall serve without compensation.

**Article IV.      Officers and Staffing**

- A.      Officers. The officers consist of a chair and a vice-chair who shall be selected by the membership and who shall serve at the pleasure of the membership for a two year term. Nominations and election of new officers shall be taken from the floor at the TAC meeting in October and voting shall be in November and shall take office January 1 of the following year. Officers may be reelected. In the event that an

officer is unable to complete the specified term, a special election shall be held for the completion of the term.

- B. Chair. The chair shall have general supervisory and directional powers over the TAC. The chair shall preside at all TAC meetings and review TAC agendas with the staff liaison. The chair shall also be an ex-officio member of all subcommittees and shall be the designated spokesperson for the TAC unless this responsibility is delegated in writing.
- C. Vice-Chair. The vice-chair, in absence of the chair, shall have general supervisory and directional powers over the TAC. The vice-chair shall preside at all TAC meetings and review TAC agendas with the staff liaison, and generally conduct all business delegated to the chair, in his or her absence.
- D. Staff. The City of Oregon City will provide staff support to the TAC for meeting notification, processing the work, minute preparation, copying and information gathering to the extent the City budget permits.

#### **Article V. Organizational Procedures**

- A. The TAC shall hold meetings a minimum of six times per calendar year.
- B. Fifty-one percent of the membership of the TAC shall constitute a quorum. The concurrence of a majority of the TAC members present shall be required to decide any matter. If a quorum is not attained fifteen minutes following the scheduled time of call to order, the meeting shall be cancelled.
- C. All members who are present at a TAC meeting, including the chair and vice-chair, are allotted one vote each on all motions.
- D. The ByLaws may be repealed or amended or new bylaws may be adopted by a majority vote of the TAC on its own initiative. The repealed, amended, or new bylaws shall not violate City Ordinances. If any provisions of these bylaws conflict with City ordinances, State law, or constitutional provisions, those other provisions will take precedence over the TAC's bylaws.
- E. The bylaws as repealed, amended or new bylaws shall be presented and adopted by the City Commission by resolution.
- F. The parliamentary authority for the TAC is Robert's Rules of Order Revised except where superseded by these Bylaws or local, state or federal law.
- G. Individuals being considered for appointment to the TAC must be willing to dedicate to, at a minimum six monthly meetings in a calendar year. A scheduled meeting may be set aside upon agreement of a majority of the TAC.

#### **Article VI. Duties of Officers**

- A. The chair or vice-chair, in addition to the duties of Article IV shall preserve order and decorum at TAC meetings.
- B. The chair may assess the audience at the beginning of the meeting, and with the consent of the TAC announce reasonable time limits.
- C. The chair shall summarize the issues to be addressed and the criteria to be applied prior to the public hearing testimony.
- D. The chair shall ask for a response and opinion from the members of the TAC.
- E. The chair may mentor the vice-chair.
- F. The chair may appoint TAC members to specific project or committees.

- G. The chair or vice-chair shall confer with the Public Works Director and/or designee on a regular basis outside scheduled meetings concerning the direction each expects of the TAC.
- H. In conjunction with the Public Works Director, the chair shall orient the new members.

#### **Article VII. Duties of the Committee**

- A. Attendance:
  - 1. After three (3) consecutive absences of any member of the TAC (within the calendar year), the TAC members will discuss the member's attendance and shall by a quorum reach a decision about their continued membership on the TAC. If a vacancy occurs it will be filled in the regular manner.
  - 2. Prior to TAC meetings, members who will not be in attendance shall notify both City staff and the TAC Chair via phone or e-mail.
- B. Prior to TAC meetings, members are encouraged to read all information packets and visit sites that are the subject of discussion.

#### **Article VIII. Goals and Objectives**

- A. The TAC shall review the City Commission goals annually for establishment of TAC goals that enhance and augment those of the City Commission.
- B. The TAC shall prepare and present a report for the City Commission on goals and accomplishments annually.
- C. The TAC shall review the Roadway Improvement Program annually.
- D. The TAC shall review the Oregon City Transportation System Plan every five years.
- E. The TAC shall review Transportation System Development Charges every five years.