

**CROOK COUNTY  
SPECIAL TRANSPORTATION FUND ADVISORY  
COMMITTEE**

**Bylaws**

**ARTICLE I – NAME AND PURPOSE**

**Section 1 – Name:** The name of the organization will be the Crook County Special Transportation Fund Advisory Committee. It will be an advisory committee organized under the laws of the State of Oregon, ORS 391.800 Elderly and Disabled Special Transportation Fund, and is the Special Transportation Funds Advisory Committee for the STF Agency of Crook County, Oregon.

**Section 2 – Purpose and Effective Date:** The purpose of this advisory committee is to advise and assist the Crook County Court in carrying out the purposes of ORS 391.800 to 391.830. These bylaws become effective when approved by the Committee, upon the date indicated below.

**ARTICLE II - COMMITTEE ROLE**

**Section 1 – STF Advisory Committee Role:** the STF Advisory Committee will perform the following:

- (a) Review the proposed distribution of Formula Program moneys and make recommendations to the Crook County Court;
- (b) Review Discretionary Grant proposals and make recommendations to the Crook County Court;
- (c) Advise the Crook County STF Administrator regarding the opportunities to coordinate STF moneys and STF funded projects with other transportation programs and services to avoid duplication and gaps in service;
- (d) Provide input to the STF Administrator regarding routine updates to the Crook County Coordinated Human Services Public Transportation Plan;
- (e) Other tasks and duties as may be assigned by the Crook County Court or otherwise required by law.

**Section 2 –** As necessary to perform these tasks, the STF Advisory Committee will develop processes and procedures to identify projects for potential funding. The STF Advisory Committee will review the projects proposed for funding, including the proposed recipient, project purpose, intended user of the service, and the proposed funding level. The STF Advisory Committee may recommend to the Crook County Court any changes to the proposed distribution of Formula Program moneys or Discretionary Grant applications it considers necessary.

**ARTICLE III - ADVISORY COMMITTEE MEMBERS**

**Section 1 – Membership Qualifications:** Pursuant to the requirements of ORS 391.820, Advisory

Committee membership is available only to individuals who reside within the boundaries of Crook County, and who qualify as one of the following:

- (a) A person who is an elderly or disabled individual and uses transportation services;
- (b) A person who is an elderly or disabled individual and lives in an area where there are no public transportation services;
- (c) A representative of elderly individuals;
- (d) A representative of disabled individuals;
- (e) A person with experience in the field of public transportation and/or transportation planning;
- (f) A person who represents an under-served or under-represented geographic area of Crook County; or
- (g) A person who represents an under-served or under-represented demographic group of Crook County.

**Section 2 – Committee Composition:** Additional factors to be considered when appointing STF Advisory Committee members include:

- (a) Whenever possible, geographic diversity will be considered when appointing STF Advisory Committee members.
- (b) No person closely affiliated with an agency or, in the case of larger organizations, with a sub-division within an agency that directly receives STF funds through Crook County or who has any other relationship that constitutes a conflict of interest may serve on the Crook County STF Advisory Committee.

**Section 3 – Appointment of Members:** The Crook County Court will appoint members to the STF Advisory Committee.

**Section 4 – STF Advisory Committee size and compensation:** The STF Advisory Committee will have up to 7, but not fewer than 5 members. The STF Advisory Committee members are volunteers and receive no compensation other than business-related expenses as may be approved by the County Court.

**Section 5 – Terms of membership:** STF Advisory Committee members will serve four-year terms and are eligible for re-appointment as long as they continue to meet other eligibility requirements stated within the bylaws.

**Section 6 – Meetings and notice:** The STF Advisory Committee will meet at least two (2) times per year at a time and place that will be determined and announced in advance of the meeting.

**Section 7 – Vacancies:** When a vacancy on the STF Advisory Committee occurs mid-term, the Crook County Court will appoint an individual to serve throughout the remainder of that term.

**Section 8 – Resignation, termination and absences:** A resignation from the STF Advisory Committee must be in writing and received by the STF Administrator. A committee member will be terminated from the STF Advisory Committee due to excess absences, defined as more than two unexcused absences from STF Advisory Committee meetings in a year. ~~The STF Advisory Committee member may be removed for other reasons at the will of the Crook County Court.~~

**Section 9 – Special/Emergency meetings:** Special meetings of the STF Advisory Committee will be called upon the request of the Crook County Court, the Chair, or the STF administrator. Notices of special meetings will be sent out by the STF administrator to each STF Advisory Committee member at least two weeks in advance of the meeting, unless under the circumstances an earlier date is necessary. Notices for special or emergency meetings will be issued as required by ORS 192.640.

#### **ARTICLE IV – STF ADMINISTRATOR DUTIES**

**Section 1 – STF Administrator:** The STF Administrator is designated or assigned by the Crook County Court. The STF Administrator has day-to-day responsibilities for the STF program, including carrying out Crook County's goals and policies as the STF Agency. The STF Administrator will attend all STF Advisory Committee meetings and will be responsible for reporting on the progress of the STF Program, answering questions of the STF Advisory Committee members, keeping records of STF Advisory Committee actions, including overseeing the taking of minutes at all STF Advisory Committee meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each STF Advisory Committee member, and assuring that records are maintained. The STF Administrator is responsible for ensuring that provider reports are completed and submitted as required, and will make records available to the STF Advisory Committee as necessary for the proper function of the Committee. The STF Administrator may perform additional duties at the direction of the Crook County Court in their role as the governing body of the STF Agency.

#### **ARTICLE V – COMMITTEE OPERATING PROCEDURES**

**Section 1 – Meeting schedule:** The STF Advisory Committee will meet at least two times each year at dates and times that will be determined and announced by the STF Administrator.

**Section 2 – Decision-making:** Decisions will be made by a vote of a majority of a quorum of members who are in attendance at the time the vote is taken.

**Section 3 – Quorum:** A quorum consists of at least fifty-one percent of the STF Advisory Committee membership. A quorum is necessary for the transaction of any business or the passage of any motions.

**Section 4 – Officers:** The Committee will appoint a chair, and may appoint such other officers as it may deem useful. The Chair will preside at all meetings, appoint subcommittees and task forces, and perform all other duties necessary or incidental to the office as directed by the Committee. The Chair will be elected annually for a term of one year by

majority vote of a quorum, and consecutive terms are allowed.

**Section 5 – Procedures:** Roberts’s Rule of Order, 11th Edition, will be governing any point of parliamentary procedure not contained in the bylaws or Oregon law. The Chair may impose reasonable limits on the length of discussion and comment subject to being overruled by a majority vote of the quorum present.

#### **ARTICLE VI - AMENDMENTS**

**Section 1 – Amendments:** These bylaws may be amended when necessary by two-thirds majority of the STF Advisory Committee members. Proposed amendments must be submitted to the STF Administrator to be sent out with regular STF Advisory Committee announcements.

#### **CERTIFICATION**

These bylaws were approved at a meeting of the STF Advisory Committee members by a two thirds majority vote on 7/2/16/ (date).

Kathy Rickett

STF Administrator