

# Hood River County Transportation District

## Budget Committee By-laws

### Article 1: Name

The name of this organization shall be the Hood River County Transportation District Budget Committee. Hereafter this committee will be referred to as the Budget Committee.

### Article 2: Citations

This Budget Committee and these Bylaws are established for the purpose of carrying out statutory requirements as established under Oregon Administrative Rules Chapter 150, Division 294.

### Article 3: Definitions

The following definitions shall apply to the terms used in these Bylaws:

“Board” shall mean the Hood River County Transportation District Board of Directors.

“Committee” or “The Committee” shall mean the Hood River County Transportation District State Transportation Budget Committee. Outside of these Bylaws, this Committee may commonly be referred to as “Budget Committee”.

“Quorum” Majority or more than half of committee members.

“Representatives of the Services Provided for a council of Government” shall mean a person who is not prohibited from serving by OAR 150-294-0820 and who is willing to be a delegate for a general classification of services provided.

### Article 4: Function

1. Purpose:
  - a. Review Hood River County Transportation District Annual Budget Documents and provide guidance to staff.
2. Major Tasks: The Committee shall have five (5) major tasks. These are:
  - a. Attend Budget Committee Meetings.
  - b. Listen to Budget Message.
  - c. Review Annual Budget and provide guidance to staff.
  - d. Approve Local Tax Rate.
  - e. Recommend Board approves final budget document.

### Article 5: Membership

1. Number, Qualifications, and Selection of Members: The Advisory Committee shall consist of no less than (6), and no more than (14) members, appointed by the Board, as follows:
  - a. To be qualified to serve on the Committee, an individual must meet one of the following:
    - i. Be a Representative of Services provided

- ii. Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from the County.
    - iii. Be a Board Member
  - b. A good faith effort should be made to obtain a number of appointive representatives equal to the number of governing body representatives.
2. Terms of Office: Terms shall be three (3) years. Any member may serve two (2) successive terms if reappointed by the HRCTD Board of Directors. Terms begin on February 1 and end on August 31. Terms shall be staggered, with either two- or three-members' terms expiring each year.
3. Member Responsibilities: All Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed and shall fulfill other duties as appointed by the Chairman.
4. Termination of Membership: The Board may remove Committee members as follows:
  - a. Failure to attend three or more consecutive regular Committee meetings. The HRCTD Board may declare a member's position vacant when the member has had three (3) unexcused absences in one year or no longer meets the residency requirement.
  - b. For cause following public hearing, for reasons including, but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare conflict of interest, or incompetence.
5. Vacancies: The HRCTD Board shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

## Article 6: Officers

The following officers shall be elected from the Committee membership during the first meeting of each calendar year:

- Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.
- Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

## Article 7: Subcommittees

1. Creation of Subcommittees: The Committee shall have the power to create subcommittees for the Budget Committee with such responsibilities as the Committee directs.
2. Naming of Subcommittees: The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

## Article 8: Advisors

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, expert guidance and advice, data support and analysis, provide information for and testify in deliberations, and attend meetings to the extent deemed appropriate and approved by the Committee and the Chair.

Calling of advisors by the Committee will be coordinated by the Chair or subcommittee chairs through HRCTD staff assigned to the Committee.

## Article 9: Meetings

1. Regular Meetings: Meetings shall be held a minimum of two times per year, as required by statute, but may be held more frequently to carry out the purposes of the Committee. These meetings shall be held in publicly accessible facilities, and shall take place during transit operating hours, to facilitate attendance of interested individuals.
2. Special Meetings: Special meetings may be called by the Chair or by the Board of Directors by giving the members and the press written or verbal notice at least 24 hours before the meeting.
3. Quorum: A simple majority of the appointed, and filled, voting membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee. All meetings must have a quorum.
4. Voting: Each Committee member, shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting. A Committee member shall not vote on any funding decision in which they are an applicant for funds.
5. Staff: Administrative staff to the Committee shall be determined by the Board in consultation with the Executive Director.
6. Agenda: The Chair, with the assistance of the HRCTD provided staff, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Directors. Agendas of all meetings shall be posted in advance as required under Public Meeting Law.
7. Notice: All members shall be given written notice of time, date, location, and purpose of the meetings at least five (5) days before a regular Committee meeting. In the event a member is provided with less than five (5) days written notice of a regular meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.
8. Minutes: Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be posted following all meetings as required under existing HRCTD policy.

## Article 10: Public Records & Meeting Law and Public Engagement

1. Public Records and Meeting Law: The Committee is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to Oregon public records and meetings. Pursuant to OAR 732-040-035(2)(b), written copies of Committee agendas, minutes, and By-laws shall be made available to the public for a period of no less than six (6) years.
2. Public Engagement: Pursuant to OAR 735-040-0035, the Committee shall strive to seek public engagement in all its deliberative processes, regarding the selection of projects for inclusion and

funding in the HRCTD STIF Plan. The Committee will work with HRCTD staff resources to publicize key meetings and hold public forums as needed to ensure maximum public access to information and public participation in priority-setting exercises.

## Article 11: Parliamentary Procedure

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these By-laws or any special rules of order the Committee shall adopt.

## ARTICLE 12 Conflict of Interest

A potential or actual conflict of interest shall be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020), prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires declaration of an actual conflict of interest.

## Article 13: By-Laws and Amendments

1. By-laws: The Committee shall maintain written By-laws pursuant to OARS 732-040-035 that that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public noticing requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.
2. Review of By-laws: The Committee shall periodically review its By-laws and update them as required, but no less frequently than every three (3) years. Committee By-laws will be reviewed by HRCTD staff and presented to the Board for adoption. The Board may also elect to review Committee By-laws at any time.
3. Amendments: Committee By-laws may be amended by the Board of Directors upon its own motion. Prior to an amendment, the Board of Directors may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted: January 20, 2021

HOOD RIVER COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS

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Lara Dunn, Board Chair