

CITY OF TIGARD, OREGON  
TIGARD CITY COUNCIL  
RESOLUTION NO. 09-47

A RESOLUTION OF THE CITY COUNCIL AMENDING THE BYLAWS OF THE TRANSPORTATION ADVISORY COMMITTEE (TAC)

WHEREAS, the Transportation Advisory Committee (TAC) was formed by Council Resolution No. 09-14 to act as an advisory body to the City Council and staff and to provide a venue for citizen input and awareness of transportation issues; and

WHEREAS, existing committees and task forces are currently addressing transportation-related activities and issues that more appropriately should be considered under the TAC; and

WHEREAS, for a more comprehensive and coordinated approach to transportation-related matters, these committees and task forces will be reformed as subcommittees reporting to the TAC; and

WHEREAS, certain revisions to the bylaws approved under the resolution are necessary for the TAC to better function as an umbrella committee encompassing these existing committees and task forces.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Certain sections in Exhibit A of Resolution No. 09-14 are hereby amended to read as follows:

Section 1 – Charges and Duties

- (c) The Committee is charged with advising the City Council and staff regarding planning and development of a comprehensive transportation network for the City of Tigard. This involves tasks such as preparation of multi-modal transportation system plans and corresponding transportation financing/capital investment programs; development of funding mechanisms and sources to implement transportation projects and ensure adequate maintenance of the existing transportation infrastructure; public involvement and education in transportation matters and ways to improve traffic safety and accessibility in all transportation modes.

Section 2 – Composition

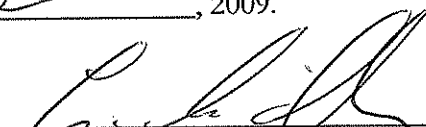
- (a) The Committee shall consist of ~~(7)~~ eleven (11) members appointed by the City Council who are residents of Tigard or own businesses or property within the City as follows

- (1) There shall be ~~two (2)~~ three (3) representatives who own or have primary management responsibility for businesses with the City of Tigard;
- (2) ~~Five (5)~~ Eight (8) persons who are residents of Tigard and who represent a cross-section of interests in the community at large.

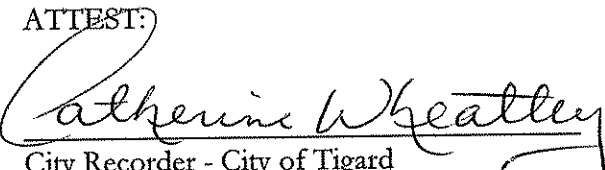
Effort shall be made to recruit a youth member and a person with an interest in alternative transportation modes.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This 23<sup>rd</sup> day of June, 2009.

  
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Mayor - City of Tigard

ATTEST:

  
\_\_\_\_\_  
City Recorder - City of Tigard

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BY LAWS OF THE CITY OF TIGARD  
TRANSPORTATION ADVISORY COMMITTEE

SECTION 1. CHARGE AND DUTIES

- (a) The Tigard Transportation Advisory Committee (TAC) (the "Committee") has the powers conferred by the resolution creating the Committee and approving these bylaws and such other powers as granted by the Tigard City Council, but shall have no other powers. These bylaws are adopted by resolution of the Tigard City Council, are binding on the Committee, and may be amended only by the City Council.
- (b) It shall be a function of the Committee to act as an advisory body to the Tigard City Council and City staff pursuant to these bylaws.
- (c) The Committee is charged with advising the City Council and staff regarding planning and development of a comprehensive transportation network for the City of Tigard. This involves tasks such as preparation of multi-modal transportation system plans and corresponding transportation financing/capital investment programs; public involvement and education in transportation matters and ways to improve traffic safety and accessibility in all transportation modes.

The Committee shall assist and advise City Council and staff regarding development of traffic safety programs and public education about traffic safety. The Committee shall also provide a venue for citizen involvement opportunities in transportation matters. Furthermore, it shall also work to increase community awareness of transportation issues that affect the City of Tigard.

The Committee shall coordinate its tasks, actions, and recommendations with other City advisory commissions and committees. This includes, but is not limited to, the Planning Commission regarding the relationship between land use and transportation; the Parks Commission concerning trails and pathways, and the Budget Committee concerning matters of transportation related funding.

- (d) The Committee shall perform other duties as assigned by the City Council.
- (e) The Committee may form subcommittees to investigate areas relevant to its charge or duties pursuant to this section.

SECTION 2. COMPOSITION

- (a) The Committee shall consist of (7) members appointed by the City Council who are residents of Tigard or own businesses or property within the City as follows
- (1) There shall be two (2) representatives who own or have primary management responsibility for businesses with the City of Tigard;

- (2) Five (5) persons who are residents of Tigard and who represent a cross-section of interests in the community at large. Effort shall be made to recruit a youth member and a person with an interest in alternative transportation modes.

### SECTION 3. APPOINTMENTS

- (a) Council shall appoint individuals to meet the compositional requirements of above.
- (b) Council shall determine a means of staggering appointments of members appointed initially to ensure membership continuity.
- (c) Appointments shall be made according to established Council procedures.

### SECTION 4. TERM OF OFFICE

- (a) After the initial staggering of terms, the term of office of all future, appointed members shall be three (3) years or until their successors are qualified and appointed.
- (b) Any vacancy on the Committee shall be filled by appointment by the Council upon recommendation by the Mayor for the unexpired portion of the term. The unexpired portion of a term does not count towards the two consecutive terms limit in Section 4(d).
- (c) Members may be reappointed for one additional three year term. An initial one or two year term under Sections 3(a) and (b) does not count towards the two consecutive terms limit.
- (d) Members of the Committee shall receive no compensation for their services.

### SECTION 5. ORGANIZATION OF THE COMMITTEE

- (a) At its first meeting of the year, and thereafter annually, the Committee shall elect a Chair and Vice Chair from its members who shall hold office at the pleasure of the Commission.
- (b) If the Chair or Vice Chair should resign, the Committee shall, at its next meeting, conduct an election and provide a replacement.
- (c) The Committee shall meet at least quarterly during a calendar year at a time and place that is specified at least 5 days in advance.
- (d) All meetings shall be conducted in conformance with Public Meeting Law.
- (e) A record of the Committee's proceedings shall be filed with the city recorder.

### SECTION 6. VOTING

- (a) General procedures of the Committee, including voting, shall follow Robert's Rules of Order.

- (b) A majority of votes shall determine the official position of the Committee on a given issue.
- (c) Chair and Vice Chair shall vote on all matters before the Commission.

#### SECTION 7. COMMITTEE MEMBER RESPONSIBILITIES

- (a) Members of the Committee shall:
  - (1) Regularly attend Committee meetings and contribute constructively to discussions;
  - (2) Consider and discuss issues from a Citywide perspective, as well as that of particular stakeholders or interests;
  - (3) Understand and be able to articulate the Committee's charge, responsibilities, and adopted annual work program;
  - (4) Strive to reach consensus on matters under consideration;
  - (5) Act with respect and consideration for the viewpoint of others;
  - (6) Review and provide comment on reports, presentations, and recommended policies or strategies related to transportation issues that may come before it; and
  - (7) Vote on motions in front of the Committee, except where reasonable abstention is necessary.
- (b) Committee members shall discharge their duties as specified and or directed by Council. However, the Committee shall not discuss specific land development applications that are likely to be heard and/or decided upon by the Planning Commission, City Hearings Officer, or City staff. However, the Committee may propose recommendations or otherwise participate regarding legislative matters including but not limited to, citywide transportation policy; transportation system planning, development standards, etc. This provision does not restrict in any way the rights of any Committee member from exercising their participatory or due process rights as a private citizen.

In addition, members shall not make representations on behalf of the City of Tigard or the Committee unless specifically authorized.

#### SECTION 8. ATTENDANCE

If any regular member of the Committee is unable to attend a meeting, he or she is expected to notify the Chair or Vice Chair. If any member is absent from any six (6), regularly scheduled meetings within one year or three (3) consecutive meetings without reasonable cause, the issue shall be placed on the upcoming agenda, and upon majority vote of the Committee, that position shall be declared vacant. The Committee shall forward its action to the Mayor and Council, who shall fill the vacant position.

## SECTION 9. QUORUM

At any meeting of the Commission, a quorum shall be a majority of the current members of the Commission. No action shall be taken in the absence of a quorum except that the meeting may continue with discussion on agenda items. For the purposes of forming a quorum, members who have disqualified or excused themselves from participation in any matter shall be counted as present.

In the event a quorum will not be present at any meeting, the Chair or Vice Chair shall notify the Committee members in advance so that a decision may be made whether to meet and take no action on agenda items, or to reschedule to a different time.

## SECTION 10. REMOVAL OF MEMBERS

- (a) The City Council may remove members of the Committee in accordance with Section 8 Attendance.
- (b) The Council may also remove members at its sole discretion.
- (c) The Committee may make a recommendation to Council for the removal of a member for failure to comply with Section 7 Committee Member Responsibilities. The Committee shall forward a recommendation for replacement to the Mayor and Council in a timely manner.

## SECTION 11. ANNUAL REPORT OF THE COMMITTEE

- (a) Not later than December 1 of each year, the Committee shall prepare and file its Annual Report to the City Council.
- (b) The Annual Report shall include a summary of key activities and proceedings and any specific suggestions or recommendations which the Committee believes would assist its mission or improvement of the City's transportation infrastructure.
- (c) The Annual Report shall not be submitted unless approved by the Committee.