

**BYLAWS OF THE COMMITTEE ON ACCESSIBLE TRANSPORTATION
of the
Tri-County Metropolitan Transportation District of Oregon**

REVISED 8/1/2023

Article ~~1~~1 – General Purpose, Roles and Responsibilities

Section 1. Purpose

The Committee on Accessible Transportation (hereinafter referred to as the “Committee” or “CAT”) advises the TriMet Board of Directors and TriMet staff on issues in regard to the District’s transportation plans, policies and programs for ~~people~~ persons living with disabilities and ~~or~~ older adults.

Section 2. Roles and Responsibilities

In carrying out its purpose, the Committee shall:

- a. Represent the community on matters affecting people living with disabilities and older adults;
- b. Provide a public forum for the discussion of TriMet services, and maintain communication with groups representing ~~the persons living with disabilities and older adults~~ older adults and/or individuals with disabilities.
- cb. Convey ~~to the TriMet Board and TriMet staff~~ community views on transportation matters affecting persons living with disabilities and older adults ~~people with disabilities and/or the older adults.~~ to the TriMet Board and TriMet staff.
- de. Review, ~~and~~ recommend, ~~and advise~~ TriMet staff and the TriMet Board of Directors on short and long-range plans for compliance with local, state, and federal requirements relating to accessible transportation systems for approval by the TriMet Board. ~~for final approval by the TriMet Board~~ short and long range plans, including

~~compliance with local, state, and federal requirements relating to accessible transportation.~~

- ~~de.~~ Review, Recommend, and advise the TriMet Board and staff concerning /or review, projects and plans relating to accessible transportation systems.
- ~~ef.~~ Recommend strategies to fully implement accessible transportation plans, policies, and programs ~~recommended by the Committee and~~ adopted by the TriMet Board;
- ~~g.~~ Provide advice and input on accessibility features under consideration for rail, bus, and paratransit vehicles scheduled for purchase or modification.
- ~~f.~~ ~~Represent the community on matters affecting the older adults and/or persons with disabilities.~~
- ~~gh.~~ Assist in the dissemination of information about transportation services available to persons living with disabilities and ~~/or the~~ older adults throughout TriMet's service area.
- ~~hi.~~ As requested by the City of Portland or TriMet, consider and provide input advice to the City ~~on accessibility matters~~ regarding the accessibility of the Portland Streetcar system.
- ~~j.~~ General guidelines applicable to all:
 1. Each speaker will direct their comments to the Chair and or presiding officer and not to any other individual present.
 2. Each speaker will refrain from personal attacks, foul or abusive language, and will maintain a civil and courteous manner and tone.
 3. Each speaker will speak only to the agenda item under consideration.
 4. Members of the audience will respect the rights of others and will not create noise or other disturbances that will disrupt or disturb persons who are addressing the Chair and Committee Members, Presenters or Staff, or members of those bodies who

are speaking, or otherwise impede the orderly conduct of the meeting.

5. Members of the Committee will conduct themselves in a professional and respectful manner at all meetings.
6. Members of will not speak until recognized by the Chair or presiding officer.
7. Remarks by members of the Committee will be directed to the Chair or presiding officer and not to individuals in attendance. Questions for staff or individuals or other Committee members will be directed to the Chair or presiding officer, who will then direct the appropriate person to answer.
8. Members of the Committee are always free to criticize or question policies, positions, data or information presented. However, members of the Committee will not attack or impugn the person presenting.

k. Enforcement

The Chair or presiding officer has the authority to enforce each of the Guidelines of Decorum regarding members of the public. If any Guideline is violated, the Chair or presiding officer will give the speaker a warning, citing the Guideline being violated, and telling the speaker that a second violation will result in a forfeiture of the right to speak further. The Chair or presiding officer also may have the offending speaker removed from the meeting if the misconduct persists.

Article II – Members, Officers and Vacancies

Section 1. Committee Membership

The Committee shall be composed of 15 members who live, work, volunteer, or attend school within TriMet's service area who are of the community. ~~Members shall be~~ recruited and recommended annually through procedures established by the Committee's Nominating ~~Subcommittee~~ Subcommittee and TriMet staff. After nomination, ~~M~~members will be appointed and/or reappointed by the TriMet General Manager and President of the TriMet Board.

Membership will be composed of the following categories:

At least Eight (8) “Consumer” members at large (consumers) who are persons living with disabilities and/or older adults who use or are familiar with TriMet’s public transportation services;

No more than Six (6) “Representative” members who representing persons people living with disabilities and/or senior older adults who use or are familiar with TriMet’s public transportation services; “Representative” members should have a direct affiliation with an agency or organization that provides services or advocacy to older adults or people living with a disability, and represent the needs of the participants in that organization’s work. Representative positions are expected to share information with their organization(s) about the work undertaken by CAT and inform their role on CAT by the mission of the organization they represent. Each applicant’s transit usage and/or familiarity with the transit system will be considered during the recruitment/interview process; and

One (1) member of the TriMet Board, who shall not serve as an Officer or member of the Executive Committee, and is a non-voting member of the Committee. The representative of the TriMet Board is expected to report activities of the CAT to the Board, conveying CAT’s recommendations regarding specific TriMet initiatives.

TriMet places a priority on achieving a diverse representation of disability experiences, including but not limited to the following:

- Mobility
- Sensory
- Deaf or hard of hearing
- Blindness or low vision
- Learning
- Intellectual
- Non-Apparent Disabilities
- Caregiving

In addition, TriMet welcomes those with multiple, intersecting identities in addition to the above, including but not limited to:

- Black people, Indigenous people, people of color LGBTQIA2S+
- Young adults ages 18-25

- Teens
- Older adults or elders
- Veterans
- People who earn low incomes

~~Members who serve as representatives of persons with disabilities and/or seniors will typically have direct affiliations with agencies and organizations providing services or advocacy. The composition of the membership serving as representatives will reflect a balance across various types of disabilities. Each representative applicant's transit usage and/or their familiarity with the transit system will be considered during the recruitment/interview process.~~

Section 2. Member Responsibilities

Each “consumer” and “representative” member is expected to have or gain a working knowledge of TriMet's plans, policies, and programs, and actively participate in regularly scheduled meetings.

Section 3. Terms of Office

The terms of office for each Consumer and Representative member shall be two (2) years commencing July 1 and ending June 30 two years later. Members may apply and be considered for reappointment to the Committee through the established nomination and appointment process. If a member fills an interim vacancy, their term shall end when the original member's term was set to end, and shall not extend beyond June 30th of the term-ending year.

The TriMet Board representative ~~is excepted from the foregoing, and~~ shall be appointed by, and serve at the pleasure of the TriMet Board President.

Section 4. Chair

The Committee shall elect from its membership a Chair who shall serve for a term of two years, and may be re-elected. The Chair shall preside at all meetings of the Committee and Executive Committee, unless absent or otherwise unable to attend. The Chair shall will be a member of ~~serve on~~

the Executive Committee and ~~will~~ may appoint members to ~~other subcommittee~~ Subcommittees, and ~~designate subcommittee chairs as needed~~

~~The Chair or his/her designee shall act as the primary spokesperson for the Committee. The Chair shall also perform such other duties from time to time as may be requested by the Committee.~~

Section 5. Chair As Presiding Officer

With the advice of the Executive Committee and in consultation with TriMet staff, the Chair shall determine the agenda for each meeting. The Chair shall conduct each meeting and be responsible for the maintenance of order and decorum.

The Chair shall determine all Points of Order, subject to the right of any member to appeal the Chair's determination to the entire Committee. In the event of an appeal, the majority decision of the Committee shall conclusively determine any question of order.

The Chair or their designee shall act as the primary spokesperson for the Committee, and may from time to time perform such other duties as requested by the Committee.

Section 65. Vice Chair

The Committee shall ~~select~~ from its membership a Vice Chair who, in the absence or inability of the Chair to serve, shall have all of the powers, and shall perform all of the duties, of the Chair.

The Vice Chair shall serve on the Executive Committee and may. ~~The Vice Chair shall also, perform such other duties~~ from time to time perform such other duties as may be requested by the Committee.

Section 6. Chair As Presiding Officer

~~The Chair shall be responsible for the maintenance of order and decorum at Committee meetings and shall control the conduct of the meeting. The~~

~~Chair shall determine all Points of Order subject to the right of any member to appeal the determination to the entire Committee. In the event of an appeal, the majority decision of the Committee shall govern and conclusively determine any question of order.~~

Section 7. Executive Committee

An Executive Committee is hereby designated as a standing subcommittee~~Subcommittee~~, comprised of the Chair, Vice Chair, and two Members-at-Large. The Members-at-Large shall be nominated by the Nominating Committee and elected by majority vote of the Committee. The Members-at-Large shall serve on the Executive Committee for the term of their -appointment to the Committee. Upon expiration of the term of the Member/Members-at-Large or vacancy of the position(s), the Committee will elect new Member/Members-at-Large by majority vote.

The Executive Committee shall guide and coordinate the overall work of the Committee, and shall:

In consultation with TriMet staff, the Executive Committee's Work Plan will identify the issues to be addressed and the priorities for the Committee's work during the upcoming year, including the formation of ad hoc Subcommittees, and their agendas. The annual fiscal year agenda projection and anticipated workflow will be presented to the full Committee in September in a format determined by the Executive Committee.

~~An Executive Committee is herein designated as a standing subcommittee to be comprised of the Chair, Vice Chair, and two Members-at-Large to be selected by majority vote of the Committee. The at-large members shall serve on the Executive Committee for the term of their CAT membership appointment. Upon expiration of the at-large member's appointment or vacancy, the Committee will select a new member at-large by majority vote.~~

~~The Executive Committee's role will be to guide and coordinate the overall work of the Committee. The Executive Committee will have four primary functions: 1) Lead in annual work planning and the development of monthly meeting agendas; 2) Recommend and form the ad hoc committees needed to best carry out the work of the Committee; 3) Serve as the~~

~~standing Finance Subcommittee of the Committee, and; 4) Call additional meetings as needed.~~

~~The Executive Committee, in consultation with TriMet staff, will be responsible for the workflow and agenda setting for the Committee. This work plan will identify the issues to be addressed and the priorities for the Committee's work during the upcoming year. The necessities of TriMet and the Committee will guide the formation of ad hoc committees, and their agendas. The work plan will be presented to the Committee in September.~~

~~The Executive Committee, in consultation with TriMet staff, will be responsible for the annual work planning and agenda setting for the Committee. Committee work planning will prioritize issues that need to be addressed and adjust as needed to the priorities of TriMet and Committee. This ongoing work planning will guide the formation of ad hoc committees and their agendas. Ad hoc committee updates and work planning progress will be reported on an ongoing basis at Committee meetings.~~

~~The other Executive Committee members shall advise the Chair on the appointment of ad hoc committee chairs and members as needed.~~

~~The Executive Committee shall also serve as standing Finance Subcommittee for the Committee. In this role the Executive Committee will serve as a resource to the Committee on TriMet and LIFT program financial matters, and bring information, issues and recommendations to the Committee as appropriate.~~

The Executive Committee shall also determine which members attend conferences or other venues with limited availability, in those cases where more candidates than opportunities exist.

Section 8. Staff Role and Responsibilities

The TriMet General Manager shall designate TriMet staff to assist with the preparation of~~prepare~~ meeting notices, agendas, and minutes for the Committee, Executive Committee, and ad hoc committee meetings as required. Staff will assist the Committee in new member orientation, work planning and agenda setting, and the preparation and presentation of background information concerning agenda items. Staff will advise and

furnish technical assistance as appropriate to carry out the Committee's work plan.

Section 9. Selection and Terms of Chair and Vice Chair

During the regular Business meeting in May of any year, in which the term of a Chair ~~or of~~ Vice Chair expires at the end of the fiscal year on June 30, and at any time when there is a vacancy in the office of Chair or Vice Chair, the Committee shall elect a Chair and Vice Chair from its eligible membership, ~~(excepting the TriMet Board Committee member) who is also a member of the TriMet Board.~~ The Chair and Vice Chair shall assume their duties, following the May election date, on July 1, and shall serve in that capacity for the term of their Committee membership. The Chair and Vice Chair shall serve at the ~~direction~~ pleasure of the Committee and may be removed by a majority vote.

~~Subject to the foregoing, the Chair and Vice Chair shall assume their duties following the May election date on July 1, which is the first day of the fiscal year and shall serve in that capacity for the term of their CAT membership appointment.~~

Section 10. Participation and Vacancies

Regular member attendance and participation is ~~highly valued and expected~~ and highly valued by the Committee, ~~as stated in Article 11, Section 2. Member Responsibilities.~~ Members and members are expected to attend at least seventy-five percent (75%) ~~of the Business Meetings in any year of each year's Committee business meetings.~~ Additionally members are expected to attend at least seventy-five percent (75%) of the meetings of one Subcommittee. A member shall notify the Chair or TriMet staff at least 24 hours in advance of a ~~Business Meeting~~ meeting if the member is unable to attend. In an emergency, the member shall notify the Chair or TriMet staff as soon as is reasonably possible. Failure to notify shall be counted as an unexcused absence.

The Executive Committee may excuse the absence of a member for good cause which shall not count against the member's attendance requirements. Subject to the foregoing, in the event a member fails to attend at least seventy-five percent (75%) of the ~~Business M~~ Committee business meetings, and/or seventy-five (75%) of their chosen

Subcommittee meetings, the Executive Committee will review the circumstances and make a recommendation to the TriMet General Manager and the ~~TriMet~~ Board President on as to whether the member's position should be ~~considered deemed as~~ vacant.

When a vacancy occurs by resignation or through absence, the Executive Committee shall determine whether to fill the position through the regular ~~annual~~ nominating process, or to make a recommendation to the TriMet General Manager and ~~TriMet~~ Board President on for an interim appointment ~~prior to that time for the remainder of the absent member's term.~~ When the decision is to fill the vacancy prior to the annual nominating process, the intent shall be to fill vacancies within sixty (60) days.

Upon a member's completion of their term, transit benefits will be extended to the last day of the month following the end of their term (e.g. if the committee member's term ends June 30th, they will have benefits through July 31st.)

~~Appointments to fill vacancies which occur during a membership term shall be for the remaining duration of the term being filled.~~

Section 11. Succession, Mentorship and Development

To ensure the continuity and diversification of the Committee and the availability of qualified candidates for Chair, Vice Chair, and Executive Committee Members at Large, the Committee should engage in ongoing ~~there will be ongoing~~ recruitment for new members, provide mentorship for members in their first during their first year, and offer ongoing enrichment and development to the extent resources are available.

~~To be qualified for to serve on the Committee, selected members will have been expected to attend~~ The Committee expects candidates for membership to have attended previous meetings, ~~Ad hoc Subcommittee sessions,~~ ad hoc Subcommittee meetings, Board meetings and/or other TriMet activities. ~~Meanwhile, those newly selected Committee members will be mentored by another member(s).~~ Ongoing enrichment and development for Committee members will may include conference attendance, ~~Ad hoc Subcommittee~~ leadership roles, per appropriate

~~opportunities and other activities intended to generate a qualified pool of candidates for leadership positions.~~

~~to ensure the Committee maintains the depth needed to have multiple qualified candidates for Chair, Vice Chair, and Executive Committee Member at Large. This will ensure the sustenance of a qualified Executive Committee with the depth necessary to appoint other members as circumstances may require.~~

~~Outgoing members will have the opportunity to obtain a free LIFT and/or Hop Pass for one month after terming out and not being re-elected to bridge the gap between Committee membership and no longer having subsidized TriMet fare media for their service.~~

Article III – Meetings

Section 1. General

All meetings of the Committee shall be open to the public. Timely and appropriate public notices of all regular and special meetings shall be ~~given in accordance with requirements of State law~~ provided.

Section 2. Quorum

A majority of the eligible voting members then appointed to the Committee shall constitute a quorum for the purposes of conducting business.

Section 3. Voting

Each member of the Committee has a single vote. The Chair shall cast a vote only in cases of a tie.

Section 4. Actions

All actions of the Committee shall be by motion passed by a majority of the members present and voting. When appropriate for clarification purposes

or requested by a member, the Chair shall restate each motion immediately following its introduction. In situations where extensive discussion or debate occurs following introduction of a motion, or when an amendment(s) is (are) made to a motion, the Chair, or ~~his/her~~their designee shall restate in each motion immediately prior to calling for the vote. Following the vote, the Chair shall announce whether the motion carried or was defeated.

Actions being recommended by a ~~subcommittee~~Subcommittee shall be brought to the Committee with a motion and a second, and be subject to debate.

Section 5. Regular Meetings

Regular Business meetings of the Committee shall be held ~~on the third Wednesday of every other~~ month ~~at 9:00 a.m.~~, unless changed by action of the Committee. A regular ~~b~~Business meeting may be canceled by the Chair, with the concurrence of the Executive Committee. The Committee's annual cycle of meetings will begin with the July meeting and conclude with the ~~May~~June meeting the year following.

Section 6. Special Meetings

Special meetings of the Committee may be called at any time by the Chair, ~~or a majority~~ of the Executive Committee, or by a majority of the ~~full~~ Committee members. Written notice shall be required ~~of for~~ all ~~s~~Special meetings, with such notices ~~sent to received by~~ members at least 72 hours before the time ~~set of for~~ the ~~s~~Special meeting.

Section 7. ~~Ad Hoc~~Subcommittee, Ad Hoc, or Special Meetings

If a Committee quorum ~~for an Ad hoc meeting appears possible (25% RSVP or higher)~~(50% RSVP or higher) for a Subcommittee, Ad Hoc, or Special committee meeting appears possible, TriMet staff will publicly advertise the meeting.

Section 78. Adjournment

The Committee may adjourn any meeting to a time and place specified in the motion of adjournment, but not beyond the next regular meeting.

Section 89. Conflict of Interest

Committee members shall declare any actual or potential conflicts of interest for any issue to be discussed. Member conduct shall be consistent with ORS Chapter 244 and the Oregon Government Ethics Commission rules. In the case of actual conflict, the member shall withdraw from all discussion and voting. In the case of potential conflict, the member may participate in discussion and voting following disclosure of the potential conflict.

Article IV – Agendas, Minutes, and Recommendations to the TriMet Board

Section 1. Agendas

TriMet staff shall ~~prepare and submit to provide~~ the ~~Chair-Executive Committee with~~ a proposed draft agenda for each regular meeting at least seven days prior to the meeting date. The ~~Chair-Executive Committee then~~ shall approve the final agenda and the order of items thereon.

TriMet staff shall ~~be responsible for distributing~~ distribute the final agenda ~~including preparing and/or and prepare or compiling~~ compile the associated agenda action item materials for each meeting. ~~Staff will, whenever~~ To the extent -possible, TriMet staff will distribute the agenda and ~~associated~~ associated action item materials to all Committee members ~~to assure that they are so~~ that they may be received ~~on no later than~~ on no later than the Friday ~~prior to in advance of~~ the regular meeting ~~(i.e., preceding Friday for a Wednesday meeting)~~.

Section 2. Minutes

Minutes of each Committee meeting shall be prepared by TriMet staff and distributed with the agenda for the next meeting. TriMet staff shall retain copies of minutes in the Committee records.

Section 3. Recommendations to the TriMet Board

The Chair or ~~his/her~~their designee may present the Committee's recommendations ~~of the Committee~~ to the TriMet Board in person or in writing. These r~~Recommendations~~ shall include necessary supporting documents and the related motion(s) adopted by the Committee.

Article V – Standing ~~Subcommittee~~Subcommittees; Ad Hoc ~~Committees~~Subcommittees

Section 1. ~~Standing Committees and Subcommittees~~Formation of Ad Hoc Committees

~~Per the definition, Ad Hoc committees, will be formed for the purpose of addressing or exploring a particular issue or concern. Ad hoc groups can be formed for any Committee business or purpose (e.g. exploratory, action oriented, policy based, membership focused, etc.). An Ad hoc group could meet on a single occasion and dissolve, exist and meet regularly for the duration of a capital project, or be created to exist indefinitely in an ongoing advisory capacity (or other ongoing role). Ad hoc committees may be established by the Chair based upon recommendations of the Executive Committee and approval of the Committee. Ad hoc committees may be formed to carry out specific tasks and/or deal with specific issues, then make recommendations to the Committee as a whole. The selection of ad hoc committee members and designation of chairs (if desired) will be the responsibility of the Chair. The Chair may appoint persons to serve on ad hoc committees who are not members of the Committee as a whole, if their knowledge and experience would assist the ad hoc committee in completing its work. Such persons will have equal standing on ad hoc committees with persons who are Committee members. As referenced above, the Executive Committee is established as a standing Subcommittee, and when acting as the Finance Subcommittee, is responsible for all Committee financial matters.~~

A majority of the Executive Committee may establish other standing Subcommittees with particular purposes and jurisdiction, and the full Committee Chair shall designate the members and Chairs of each standing Subcommittee. The existence of a standing Subcommittee may be terminated by a majority vote of the Executive Committee.

~~Section 2. Executive Committee~~

~~An Executive Committee shall be established as a standing subcommittee with the responsibilities set forth in Article II, Section 6. preceding, and otherwise set forth herein.~~

Section 32. Nominating ~~Committee~~Subcommittee

A Nominating ~~Committee Subcommittee~~ shall be established as a standing ~~subcommittee~~Subcommittee. The ~~selection designation~~ of Nominating ~~Committee Subcommittee~~ members and ~~the designation of the Nominating Committee chair~~its Chair is the will be the responsibility of the ~~Committee~~ Chair. The Nominating ~~Committee Subcommittee~~ shall be responsible for reviewing and ~~recommending nominating candidates for~~ election as Committee member, Committee Chair, Vice Chair, and ~~Members at Large for the Executive Committee. Members of the Nominating Subcommittee may not nominate themselves for Chair, Vice Chair, or Committee Members at Large on the Executive Committee.~~

Section 3. Ad Hoc Subcommittees

The Executive Committee also may establish temporary *ad hoc* Subcommittees for the purpose of addressing or exploring a particular issue or concern and reporting back to the full Committee. The full Committee Chair shall designate the Chair of each *ad hoc* Subcommittee.

The Chair may appoint persons to advise on an *ad hoc* Subcommittee who are not members of the Committee as a whole, if their knowledge and experience would assist the *ad hoc* Subcommittee in its work. At any time, a majority of the Executive Committee may determine when an *ad hoc* Subcommittee has fulfilled its purpose and dissolve it.~~persons to the Committee as a whole for subsequent appointment and/or reappointment by the TriMet General Manager and the TriMet Board President. The Nominating Committee shall also be responsible for recommending candidates for Chair and Vice Chair to be considered by the Committee. Members of the Nominating Committee may not nominate themselves for~~

~~Chair, Vice Chair or Committee Member at Large on the Executive Committee.~~

~~Notification of candidates to apply for CAT will be posted on the TriMet website in November, with a due date of January 15th for applications to be received. The Nominating Committee will convene and interview all applicants in February, in order to bring their recommendations to CAT for the March meeting. CAT recommendations for new members will go to the TriMet Board for their April meeting, and notifications will be sent out by the end of the first full week of May to all applicants.~~

Article VI – Special Transportation Fund Advisory Committee (STFAC)

~~Members of the CAT Committee members, except for the TriMet Board member, excepting the member who is a member of the TriMet Board, may serve as a member of the Special Transportation Fund Advisory Committee will have opportunity to serve as a member of the Special Transportation Fund Advisory Committee (STFAC). The CAT Chair of the Committee will confirm the interest and availability of respective members to serve as a member of the STFAC, and forward nominations of qualified candidates to TriMet staff nominations. The General Manager ~~will~~ may appoint qualified Committee members of the to serve on the STFAC.~~

Article VIII – Amendments

These Committee Bylaws may be adopted and amended by a majority vote of the TriMet Board. ~~Amendments Proposed amendments~~ will be reviewed by the Committee prior to submission to the TriMet Board for Board action ~~by the TriMet Board~~.

The effective date of these Bylaws is _____.