



**Salem Area Mass Transit District
Budget Advisory Committee Bylaws**
Governing Procedures and Conduct

**Adopted with Resolution No. 2026-05
March 26, 2026**

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Article I

Mission, Purpose, and Duties

Section 1. Mission

The mission of the Budget Advisory Committee (“Committee”), established by the Salem Area Mass Transit District (“District”) Board of Directors (“Board”) in accordance with Local Budget Law, is to review, approve, and recommend adoption of the annual budget proposed by the District.

Section 2. Purpose

The purpose of the Committee is to review and approve the operating and capital budget proposed by the District.

Section 3. Duties

Committee members shall review and evaluate the District’s proposed operating and capital budgets and develop recommendations for the Board.

Article II

Governance Proceedings

Section 1. Open Meetings and Records

All meetings shall be conducted according to Oregon's Public Meetings Law and are open to the public.

The meetings shall be conducted in accordance with the provisions of the most current edition of Robert's Rules of Order for small boards. A record of each meeting will be kept with written minutes.

Regular meetings shall be scheduled with at least one week’s notice to the members and will be held in the Board Room of the District, unless a different place is designated from time to time, and noticed in conformance with applicable laws. In compliance with Oregon Public Meeting Law, virtual means of attendance shall also be made available to ensure accessibility and participation by the public and Committee members. In the event of an emergency or special meeting, the District will notify all members no later than 24 hours prior to such meeting.

Section 2. Legal and Ethical Compliance

Committee members shall comply with all applicable laws and policies, including the Oregon Public Meetings Law, Oregon Government Ethics Law, Local Budget Law, Oregon Public Records Law, and other relevant legal or policy requirements. Members must refrain from using their Committee position to obtain financial gain or avoid financial detriment for themselves, their relatives, or businesses in which they or their relatives have an interest. Members, their relatives, and their

household members must not accept gifts exceeding \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the Committee. Any actual or potential conflict of interest must be publicly disclosed. In the case of an actual conflict of interest, the member shall not participate in any discussion or vote on the matter.

Article III

Appointment, Membership, Eligibility, Representation, and Terms

Section 1. Statutory Authority

Pursuant to ORS 294.414, the Committee shall consist of the Board and an equal number of qualified electors of the District, appointed by the Board. The Board shall fill any vacancies in the office of appointed members prior to the first meeting of the Committee in any year. At its discretion, the Board may:

- Accept recommendations from a Director representing the subdistrict of the vacancy for appointment of a qualified elector; or
- Solicit applications from qualified electors for appointment to the Committee.

Appointed members shall serve three-year terms and may be reappointed upon recommendation of the Director and approval of the Board.

Section 2. Appointment and Membership

The Committee shall consist of 14 members as follows: seven Board Members and seven appointed Committee members who live within the Salem-Keizer Urban Growth Boundary. The Board will strive to appoint Committee members who represent a variety of perspectives, geographic areas, and population demographics within the community.

Section 3. Eligibility and Representation

District staff are not allowed to serve on the Committee. To serve as a member of the Committee, an individual must live or work in the Urban Growth Boundary service area.

Section 4. Terms of Service

Committee members shall serve for a term of three years, commencing on January 1. Terms will be staggered so that at least one-third but not more than one-half of the voting members have terms that expire in the same year. Members may be reappointed without limitation.

Section 5. Chair and Vice-Chair Appointment and Responsibilities

The Chair and Vice-Chair of the Committee shall be nominated and appointed biannually by the Committee at its first meeting in May. Each shall serve for a term of 24 months.

- The Chair shall preside at the meetings and perform other duties assigned by the Board, including presenting Committee recommendations.
- The Vice-Chair shall perform the duties of the Chair in the absence of the Chair, and other duties as assigned by the Board.

Section 6. Participation

Members are expected to attend scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact staff, the clerk of the Committee, or the Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chair may excuse the absence of a member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than two meetings over a one-year period, will be reported to the Board, and the Board may declare that member's position vacant.

Section 7. Removal and Vacancies

Members of the Committee shall serve at the pleasure of the Board, and may be removed with or without cause at any time, at the sole discretion of the Board .

The Committee may recommend removal of one of its members to the Board by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the Board may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of their predecessor. The Board may select an appointee from among people expressing an interest in such appointment, or in response to a call for applications for the position. Appointments are subject to the requirements of Article III, Sections 1, 2, and 3 of these Bylaws.

Section 8. Staff Roles and Responsibilities

The District General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee with orientation, and with preparing and presenting background information on budget items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

Article IV Meetings

Section 1. Frequency

The Committee will meet on an as-needed basis. However, the Committee will meet at least once during the fourth quarter of the fiscal year to review and approve the proposed budget, prior to the Board's adoption of the annual budget.

Section 2. Agendas

Staff will consult with the Board President in developing meeting agendas. Staff will be responsible for distributing the final agenda and preparing or compiling the associated agenda materials for each meeting.

The agenda and other materials related to any agenda action item will be distributed in advance of the meeting and may be provided in paper or electronic format.

Section 3. Quorum and Voting

A quorum of the Committee shall consist of a majority of all the members. A quorum must be present to conduct any official business.

Each member of the Committee has one vote. All actions of the Committee will be by a motion passed by a majority of the members present, either physically or virtually, and voting at a meeting where a quorum is present.

The Chair will be entitled to vote.

Section 4. Minutes

Committee meeting minutes will be prepared and distributed by staff. Minutes will note major points discussed, any conclusions reached, and any actions taken.

Section 5. Recommendations

The Chair or their designee may present recommendations of the Committee to the District General Manager or Board in person or in writing.

Section 6. Meeting Protocols and Interactions

Conduct: Committee members must conduct themselves in a respectful and professional manner when engaging with the public, the Board, staff, and one another. Members are expected to listen, consider different perspectives, and communicate constructively.

Meeting Decorum: The following principles shall be observed:

1. Adherence to Agenda: Members shall focus on agenda topics to ensure efficient use of time and resources.
2. Equal Participation: Members shall allow equitable contributions to discussions.
3. Conflict Resolution: Disagreements shall be addressed constructively, with an emphasis on solutions.

Representation: Committee members shall accurately represent the Committee's recommendations when communicating externally.

Article V Amendments

The Board shall have the authority to amend these Bylaws at any meeting of the Board. The Committee may propose amendments of these Bylaws to the Board .

Adopted by Board Resolution #2026-05 on March 26, 2026.