



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

**Amended by Resolution No. 2026-03  
March 26, 2026**

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# **Article I**

## **Mission, Purpose, and Duties**

### **Section 1. Mission**

The mission of the Community Advisory Committee, ("Committee"), established by the Salem Area Mass Transit District ("District") Board of Directors ("Board") by Resolution No. 2017-13 on December 14, 2017, is to advise the Board on District-related transportation issues.

### **Section 2. Purpose**

The purpose of the Committee is to discuss, review, and make recommendations to the Board, on the District's transportation policies, programs and services, and to perform other duties as assigned by the Board, including but not limited to the facilitation of ongoing public participation of persons with disabilities in accordance with the U.S. Department of Transportation Federal Transit Administration Circular C 4710.1.

### **Section 3. Duties**

Committee members are responsible for advising the Board based on their own experiences and the perspectives of the communities they represent, recognizing that communities consist of diverse viewpoints. Members are selected for their unique eligibility and representation to ensure diverse insights.

The Committee's leadership (Chair and Vice-Chair), in collaboration with the Board, will lead the development and implementation of a two-year work plan that incorporates the Committee's actions and goals. This work plan should be updated and reviewed annually during a joint work session between Committee leadership and 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 weeks' 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 Oregon Public Meetings Law, Oregon Government Ethics 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 business 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. Appointment and Membership**

Members of the Committee are appointed by the Board, and serve at the pleasure of the Board. The Committee shall consist of up to 13 voting members, as determined by the Board. Each member must meet one or more of the eligibility and representations identified in Article III, Section 2 at the time of their appointment and for the duration of their term.

The Board will strive to appoint Committee members who represent a variety of perspectives, geographic areas, and population demographics within the community.

#### **Section 2. 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, represent a cross-section of the Salem/Keizer community, and must represent at least one of the following:

- **At-large Member:** A community member who does not represent a specific group or organization, but brings a general perspective on the broader community's transportation needs and who regularly uses public transportation.
- **Business Interest Organization:** A representative from a local organization dedicated to supporting and advocating for business interests, economic growth, and community development.
- **Chambers of Commerce:** A representative from either the Salem or Keizer Chamber of Commerce, with the position rotating between the two chambers each term.

- **Local Employer:** A representative from a locally operated business or franchise, excluding national chain franchises without significant local ownership or involvement.
- **Medical Community/Care Provider:** A representative from the healthcare sector, such as a doctor, nurse, therapist, or administrator, who provides insights on transportation impacts on access to medical care.
- **Community Member (three positions):** To the extent not represented in the other categories, the Board shall ensure that these community members represent the community. This category may be used to ensure that there is racial, ethnic, age, gender, and disability representation on the committee.
- **Paratransit User:** An individual who regularly uses paratransit services, which are specialized, accessible public transportation options for individuals with disabilities or mobility challenges who are unable to use standard transit services.
- **Bicycle and Pedestrian Advocate:** An individual who actively promotes, supports, and uses non-motorized infrastructure and advocates for safe and accessible routes.
- **Educational Community/School District Representative:** A representative from the education sector, such as a school board member, administrator, or teacher, representing the transportation needs of students, faculty, and staff.
- **Social Services Agency Representative:** A person representing an organization that provides support and resources to individuals or families in need, such as housing assistance, mental health services, or food security programs.
- **Youth Leader:** An individual aged 16-24 who actively engages in leadership activities, representing the perspectives and transportation needs of youth and young adults within the community.

### Section 3. Terms of Service

Committee members shall serve for a term of two years, commencing on January 1. Members are eligible for re-appointment for one additional consecutive term. Terms will be staggered so that at least one-third but no more than one-half of the voting members have terms that expire in the same year.

A Committee member may serve no more than two consecutive two-year terms. After completing two consecutive terms, the member may be reappointed following a waiting period of at least 12 months.

#### **Section 4. Chair and Vice-Chair Appointment and Responsibilities**

The Chair and Vice-Chair of the Committee shall be appointed on an annual basis by the Board. The Chair and Vice-Chair shall each serve for a term of 12 months and may serve no more than two consecutive terms. The Committee may nominate members to serve as Chair or Vice-Chair and recommend them to the Board.

Committee recommendations are to be completed by October of each year in order for appointments to be made at the December Board meeting prior to the expiration of the Chair and Vice-Chair's term.

The duties of the Chair are to preside at meetings and perform other duties assigned by the Board. The Chair, on behalf of the Committee, shall present reports to the Board that are necessary to execute any and all of the responsibilities of the Committee in accordance with the work plan. The Chair may appoint Committee members to address special topics as needed.

The duties of the Vice-Chair are to perform the duties of the Chair in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

#### **Section 5. Participation**

All 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 6. 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, which term of service shall not be considered in connection with limitations on terms of service under Article III, Section 3 of these Bylaws. 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 and 2 of these Bylaws.

## **Section 7. 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 agenda 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 at a frequency determined by the work plan, with a minimum of once per quarter and a maximum of once per month. Staff will collaborate with the Chair to determine meeting schedules.

### **Section 2. Agendas**

Staff will consult with the Chair and the Board Liaison 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.

**Discussion Procedures:** The majority of each meeting will focus on discussing relevant issues and developing recommendations for the Board. Discussions will occur only after staff has provided necessary briefings and presentations.

**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 Subcommittees**

Subcommittees may be formed if outlined in the work plan and approved by Committee leadership and the Board.

### **Article VI 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 .

Amended by Board Resolution No. 2026-03 on March 26, 2026.

Amended by Board Resolution No. 2025-08 June 26, 2025.

Amended by Board Resolution No. 2023-05 on April 27, 2023.

Adopted by Board Resolution No. 2022-05 on December 15, 2022.