



**Salem Area Mass Transit District
Statewide Transportation Improvement Fund
Advisory Committee Bylaws
Governing Procedures and Conduct**

**Amended by Resolution No. 2026-04
March 26, 2026**

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Article I

Mission, Purpose, and Duties

Section 1. Mission

Pursuant to Oregon Administrative Rule 732-040-0030, the Salem Area Mass Transit District (“District”) Board of Directors (“Board”) shall appoint a Statewide Transportation Improvement Fund Advisory Committee (“Committee”). The Committee serves as an advisory body to assist the District in carrying out the purposes of the Statewide Transportation Improvement Fund (“STIF”) and to advise on the prioritization of projects to be funded by STIF moneys received by the District.

Section 2. Purpose

The purpose of the Committee is to advise and assist the Board in:

1. Prioritizing Projects to be funded as part of the District’s STIF Plan; and
2. Identifying opportunities to coordinate STIF-funded Projects with other local or regional transportation programs and services to improve public transportation service delivery and reduce gaps in service.

Section 3. Duties

In a manner consistent with ORS 184.751-184.766 and OAR Chapter 732, Divisions 040, 042, and 044, the Committee shall:

1. Review every Project proposal transmitted by the Board and provide advice and recommendations regarding Project prioritization;
2. Consider the following criteria when reviewing Projects:
 - A. Whether the Project would:
 - i. Increase the frequency of bus service to areas with a high percentage of Low-Income Households;
 - ii. Expand bus routes and services to serve communities with a high percentage of Low-Income Households;
 - iii. Reduce fares for public transportation in communities with a high percentage of Low-Income Households;
 - iv. Result in procurement of buses powered by natural gas or electricity for use in areas with a population of 200,000 or more;

- v. Improve the frequency and reliability of service connections between communities inside and outside of the District’s service area;
- vi. Increase the coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service; or
- vii. Expand student transit services for students in grades 9 through 12.

B. Whether the Project maintains an existing, productive service previously funded by STIF Formula funds;

C. The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and

D. Other factors as determined by the District, such as geographic equity.

3. The Committee shall also review Projects under the STIF Discretionary and Intercommunity Funds. The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding. The Intercommunity Discretionary Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network. As a competitive funding source, ongoing operations Projects are subject to risk of not receiving continuous funding.

When reviewing a Project proposal for acceptance, rejection, or prioritization, the Committee shall consider the extent to which the Project:

A. Supports the purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000 and set forth in Section 3, above.

B. Meets the criteria established under OAR 732-044-0030(1), as set forth below:

- i. Improvement of Public Transportation Service to Low-Income Households;

- ii. Improved Coordination between Public Transportation Service Providers and reduced fragmentation of Public Transportation Services;

- iii. Consistency with Oregon Public Transportation Plan goals, policies, and implementation plans, including:

- Integrated public transportation planning where affected communities planned or partnered to develop proposed Projects;
- Technological innovations that improve efficiencies and promote a seamless and easy to use Statewide Transit Network;

- Advancement of State greenhouse gas emission reduction goals;
- Support or improvement of a useful and well-connected Statewide Transit Network;
- Operations Projects that do not substantially rely on discretionary state funding beyond a pilot phase;
- Geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal); and
- Other factors as determined by the Oregon Transportation Commission.

C. Meets any additional criteria established by the Oregon Transportation Commission.

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 so 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 must comply with all applicable laws and policies, including the 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 is composed of no less than seven members and no more than 11 members. 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 and may include individuals who represent community interests but reside outside District boundaries.

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 be knowledgeable about the public transportation needs of residents or employees who live, work, or travel to and or from the District and must represent at least one of the following:

- **Local governments, including land use planners:** Representatives from city or county governments who are involved in transportation planning, land use decisions, or community development.
- **Public transportation service providers:** Individuals who operate or manage public transportation services, including bus, rail, or paratransit programs.
- **Non-profit entities that provide public transportation services:** Representatives from non-profit organizations that provide or support public transportation services.
- **Neighboring public transportation service providers:** Representatives from transit agencies outside the District's service area who may coordinate or connect with District services.
- **Employers:** Individuals representing local businesses or organizations that have a stake in employee transportation needs and access to transit.
- **Public health, social services and human services providers:** Individuals from agencies or organizations providing health care, social services, or human services that rely on or are impacted by public transportation.
- **Transit users:** Individuals who regularly use public transportation services.
- **Transit users who depend on transit for accomplishing daily activities:** Individuals

who rely on transit to access essential activities, such as work, school, healthcare, or other daily needs.

- **Individuals age 65 or older**
- **People with disabilities:** Individuals with physical, sensory, or cognitive disabilities who rely on accessible public transportation options.
- **Low-income individuals**
- **Social equity advocates:** Individuals who work to ensure equitable access to public transportation and consider the needs of underrepresented populations.
- **Environmental advocates:** Individuals who promote sustainable, low-emission, or environmentally friendly transportation solutions.
- **Bicycle and pedestrian advocates:** Individuals who actively promote, support, and use non-motorized infrastructure and advocate for safe and accessible routes.
- **People with limited English proficiency:** Individuals who represent the needs of people for whom English is not their primary language, ensuring accessible and equitable transit services.
- **Educational institutions:** Representatives from schools, colleges, or universities who provide input on student and staff transportation needs.
- **Major destinations for users of public transit:** Representatives from large employers, shopping centers, healthcare facilities, or other destinations that are key transit hubs.

The Committee must include at least one member who is a member of or represents each of the following three groups:

- Low-income individuals;
- Individuals age 65 or older or people with disabilities; and
- Public transportation service providers or non-profit entities that provide public transportation services.

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 may. After completing two consecutive terms, the member may be appointed 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 in advance of the December Board meeting to allow 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. 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 shall meet as often as necessary to carry out its responsibilities, but no fewer than two times per year. 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 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. 2026-04 on March 26, 2026.

Amended by Board Resolution No. 2022-02 on April 28, 2022.

Previous versions adopted through Board Resolutions:

Resolution No. 2020-06 on July 23, 2020; and

Resolution No. 2018-08 on September 27, 2018

EXHIBIT A DEFINITIONS

The following terms have the meanings assigned in OAR Chapter 732, Division 040, 042, and 044 and apply where those terms are used in these Bylaws, including within other definitions listed in this Exhibit:

1. **Advisory Committee:** a committee established by a Qualified Entity to assist in carrying out the purposes of the STIF Formula Fund and to fulfill the advisory committee requirements set forth in ORS 184.761(1).
2. **Agency:** Oregon Department of Transportation (“ODOT”).
3. **Americans with Disabilities Act (“ADA”):** Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008.
4. **Biennium (plural, Biennia):** a two-year period which runs from July 1 of an odd-numbered year to June 30 of the next odd-numbered year.
5. **Calendar Year:** the year which begins on January 1 and ends on December 31.
6. **Capital Asset:** real property or tangible items purchased or leased with STIF Fund moneys, including vehicles and structures, with a purchase price of \$5,000 or more and a useful life of at least one year.
7. **Commission:** the Oregon Transportation Commission (“OTC”) established under ORS 184.612.
8. **Discretionary Fund:** up to five percent of STIF funds to be disbursed to Public Transportation Service Providers, which includes Qualified Entities, through a competitive grant funding process, pursuant to ORS 184.758(1)(b).
9. **Fiscal Year:** the Agency’s fiscal year which begins on July 1 and ends on June 30.
10. **Governing Body:** means the decision-making body or board of a Qualified Entity.
11. **High percentage of Low-Income Households:** an area where the percentage of Low-Income Households is above the State of Oregon average number of Low-Income Households statewide in the same year.
12. **Intercommunity Discretionary Fund:** up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process, pursuant to ORS 184.758(1)(c).
13. **Intergovernmental Entity:** entities organized under ORS 190.010.
14. **Low-Income Household:** a household the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.
15. **Local Plan:** a local or regional public transportation plan(s), which may include adopted policy(ies) that is developed and approved by the Governing Body of a Qualified Entity, Public Transportation Service Provider, or Metropolitan Planning Organization and which includes, at a minimum:
 - a. A planning horizon of at least four years;
 - b. An existing and future conditions analysis that includes:

- i. Current and forecast population and demographics, including locations of people who are often transit dependent, including low-income households, individuals of age 65 or older, youth, and individuals who are racially and ethnically diverse;
- ii. Locations of existing housing, employment centers, medical and social and human services centers, major destinations, and other locations with needs for public transportation services and programs;
- iii. Inventories of current Public Transportation Services located within, adjacent to, or with the reasonable potential to connect to the local or regional public transportation services, as applicable;
- c. Prioritized lists of public transportation improvements and capital projects; and
- d. Identified opportunities to coordinate public transportation services within and outside the county, district, or tribal area and with other agencies and areas to improve efficiency and effectiveness of service and reduce gaps in service.
- e. Local Plans include, but are not limited to: Coordinated Public Transit Human Services Transportation Plans, Transportation System Plans, Transit Development Plans, and Transit Master Plans.

16. **Mass Transit District:** a district organized under ORS 267.010 to 267.390.

17. **Project:** a public transportation improvement activity or group of activities eligible for STIF moneys and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.

18. **Public Corporation:** an independent legal entity that was formed by legislative action, serves a public purpose, and is under exclusive public management or control.

19. **Public Transportation Advisory Committee (“PTAC”):** the ODOT Public Transportation Advisory Committee established by the Commission in 2000.

20. **Public Transportation Service Provider:** a Qualified Entity or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides Public Transportation Services.

21. **Public Transportation Services:** any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.

22. **Qualified Entity:** a county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District or an Indian Tribe.

23. **Recipient:** a Qualified Entity or Public Transportation Service Provider that has a STIF Plan approved by the Commission or enters into an agreement directly with the Agency to receive STIF funds.

24. **Satisfactory Continuing Control:** the legal assurance that a Capital Asset will remain

available to be used for its originally authorized purpose throughout its useful life or until disposition.

25. **Special District:** a service district organized under ORS 451.010(1)(h).
26. **STIF Formula Fund:** up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Commission's approval of a STIF Plan, pursuant to ORS 184.758(1)(a).
27. **STIF Fund:** the fund established under ORS 184.751.
28. **STIF Plan:** a public transportation improvement plan that is approved by a Governing Body and submitted to the Agency for review and approval by the Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.
29. **Statewide Transit Network:** the collection of all transit service that operates in Oregon.
30. **Sub-Recipient:** any entity that has entered into an agreement with a Recipient in order to complete one or more tasks specified in the agreement between the Agency and the Recipient.
31. **Transportation District:** a district organized under ORS 267.510 to 267.650.