

BYLAWS

EUGENE ACTIVE TRANSPORTATION COMMITTEE

Section 1 - NAME

The name of this committee shall be the Eugene Active Transportation Committee (ATC).

Active transportation refers to any form of human-powered transportation – walking, cycling, using a mobility device, in-line skating or skateboarding. People engage in active transportation in many ways, whether it is walking to the bus stop, or biking to school or work. Because transit users begin or end their trips on foot or bike, transit is considered an active mode, too.

Section 2 - PURPOSE AND FUNCTIONS

The purpose of the ATC is (1) to advise the City of Eugene staff and community organizations and partners on implementation of Eugene’s Pedestrian and Bicycle Strategic Plan, (2) to represent community and constituent interests in transportation planning decisions, and (3) to provide feedback to staff on projects relating to walking and bicycling. Eugene City staff will consider recommendations from the ATC along with input from other members of the public during decision making.

Functions and charges of the ATC include the following:

- A. Assist in the development and implementation of walking and biking projects and programs contained in the City’s Transportation System Plan and Pedestrian and Bicycle Strategic Plan
- B. Review and comment on changes to City planning and policy documents where they relate to walking and biking.
- C. Provide input on benchmarks and review associated data to monitor and document the implementation of walking and biking projects in the City’s Transportation System Plan and Pedestrian and Bicycle Strategic Plan.
- D. Assist in the development and dissemination of pedestrian and bicycle safety awareness and education materials to the community.
- E. Serve as liaisons, connecting key community members, community groups and organizations and encouraging participation in implementation.
- F. Review and make recommendations on walking and biking funding priorities.
- G. Serve as volunteers to assist Transportation Planning staff at public events that promote walking and biking.

The City of Eugene Transportation Planning Team works with community stakeholders and agency partners to develop and implement short and long-range plans, design projects and obtain funding to build projects that lead to a complete transportation system. This department will designate a staff person to be a liaison to the ATC.

The ATC staff liaison’s duties include the following:

- A. Drafting ATC meeting agendas and communicating with the committee chair or vice-chair.
- B. Serving as a liaison between the ATC, community organizations, and City departments.
- C. Drafting an annual ATC work plan based on priorities outlined by the plan and the Transportation Planning Team.
- D. Providing technical expertise (e.g., formal staff reports) and advice, when solicited, to the ATC.

Section 3 - MEMBERSHIP

- The ATC shall consist of at least 10 and not more than 15 voting members who reside within the City of Eugene urban growth boundary.
- B. Members shall represent themselves, areas of interest, and/or organizations in Eugene, and should represent the diverse range of interests delineated in the recruitment and tenure section.
- C. City of Eugene Transportation Planning staff shall appoint the members of the ATC, making an effort to seek out and include members with diverse backgrounds and areas of interest. An effort to balance pedestrian and bicycle interests should be made.
- D. Non-voting members may be appointed by City of Eugene Transportation Planning staff in consultation with ATC. Non-voting members are in addition to the 10-15 voting members and may represent other agencies or groups that have an interest in active transportation. Examples of groups or organizations that can represent active transportation interests: health profession; elderly or people with disabilities; walking, biking, or transit; neighborhoods; university students, faculty, or staff; parks and recreation; bike share; safe routes to school; or, other public agencies.

Section 4 - RECRUITMENT AND TENURE

- A. Vacancies on the ATC shall be publicly advertised. Applicants shall submit an application form provided by the City of Eugene. Selection shall be based on ensuring a broad cross-section of interest.
- B. The term of office of ATC members shall begin on the date of appointment and expire in two years on December 31. For purposes of determining the term expiration date, members whose terms begin after January 1 shall serve a term that lasts two years plus the balance of the year in which they are appointed. To be considered for appointment to a second term, a member must submit notice to the staff liaison by December 1st of the second year. Members shall serve no more than two consecutive terms, unless so requested by the City of Eugene.
- C. After a 12-month interval, former members may reapply.

Section 5 – OFFICERS

The officers shall consist of a Chair and a Vice-Chair or, alternatively, the ATC may choose to elect two Co-Chairs, who shall rotate the duties of Chair.

- A. The Chair shall: preside at all meetings; represent the ATC before all other bodies and committees as directed; and work with City staff to set the agenda for all meetings.
- B. The Vice-Chair shall perform all duties of the Chair in his/her absence. In the event of the absence of both the Chair and Vice-Chair, the Committee shall select a member to perform

the duties of the Chair.

C. The Chair and Vice-Chair are voting members.

Section 6 - ELECTION OF OFFICERS

A. The officers of the ATC shall be elected annually at the last regular meeting held during the calendar year, or as needed to fill vacancies. The term of office shall begin upon election and extend until the first scheduled meeting of the following calendar year. Officers shall serve no more than two consecutive terms, unless so requested by City staff.

B. Nominations will be taken from the floor. An election shall be held at the last meeting during the year, as provided in 6A. above.

C. In the event of a vacancy in the Office of Chair, Vice-Chair, or both, a special election shall be held at the next regularly scheduled meeting. Officers elected in a special election shall serve until the first scheduled meeting of the following calendar year. Officers so elected may serve up to two additional consecutive terms, per paragraph A. above.

Section 7 - SUBCOMMITTEES

A. Subcommittees shall be formed as necessary to carry out the work of the ATC.

B. Subcommittees are advisory to the ATC.

Section 8 - MEETINGS AND VOTING

A. Scheduled meetings of the ATC shall be held at least six times per year.

B. Notice and agenda of meetings shall be sent to all members at least one calendar week prior to all meetings. Notice, agenda, summary notes, and other materials may be delivered electronically.

C. Special meetings shall be held at the call of the Chair of the ATC or the City liaison to the ATC. The person calling the meeting shall fix the time and place. Special meetings must be noticed publicly not less than 24 hours in advance, consistent with Oregon Public Meetings Law. Every effort shall be made to reach all ATC members.

D. All meetings shall be open to the public, and interested persons or groups are invited to address the ATC.

E. Official action may be taken by the ATC when a quorum is present. A quorum shall consist of a simple majority of the voting members.

F. Meetings should be conducted according to most current edition of *Robert's Rules of Order* except for decision-making processes which shall follow the Consensus Based process identified in Section 9 of these bylaws.

G. The proceedings of all meetings shall be summarized by a note taker and made available to all ATC members at least one week in advance of the next meeting.

H. In the event of a lack of a quorum, the Chair may form a subcommittee to take action on a recommendation to the full ATC, for consideration at the next meeting with a quorum.

Section 9 – DECISION-MAKING PROCESS

- A. When significant deliberative decisions are made, the ATC shall follow a modified consensus based decision-making model.
- a. The issue or proposal shall be presented and an opportunity given for clarifying questions and discussion. A committee member will then make a motion, clearly declaring the contents of the motion to the committee. Another member of the committee must second the motion.
 - b. Next, a “call for consensus” shall be made, with each voting member holding up a “thumbs up” to support the motion as stated, a “thumb sideways” to express reservation and/or concern about the motion as stated, or a “thumbs down” to block the motion as stated.
 - i. If all members display a “thumbs up,” the proposal passes.
 - ii. If three or more members display a “thumb sideways,” the proposal does not pass on the first and second calls for consensus. The “thumb sideways” indicates any type of significant discomfort with the motion as stated. In this case, after the call for consensus, any members who displayed a “thumb sideways” are given an opportunity to voice their concerns and/or make amendments.
 - iii. If one or more members display a “thumbs down,” the proposal does not pass on the first and second calls for consensus. The “thumbs down” represents strong opposition to the proposal based on the best interest of the group and its acknowledged role. In such cases, the person blocking should be prepared to articulate their concerns and to work toward resolving the issues and to offer an alternative proposal or amendment.
 - iv. In cases where a proposal fails on the first call for consensus, there may be discussion and a second call for consensus. If the proposal fails a second time, it is permissible to ask for a vote where the proposal passes if supported by at least a 2/3 majority. The decision to do this shall be made by the chair of the meeting reflecting the overall feeling among the members.
 - v. Closing options will depend on the motion made, and may include approving the proposal, sending it to a subcommittee for further revision, tabling the proposal, or deciding to abandon the proposal.
- B. For decisions that are other than “significant deliberative decisions”, the ATC will use a thumbs-up/thumbs down “straw poll” vote based on a simple majority.

Section 10 - TERMINATION

A. A two-year term shall be continuous except under the following conditions:

- a. A member's absence from three consecutive meetings shall be considered as a *de facto* resignation. Any member who misses three consecutive, regular meetings without having been given a leave of absence by a majority vote of the committee may be removed by city staff or a recommendation of a majority of the committee. If members are unable to attend a meeting, they shall notify City staff as soon as possible.
- b. Change in status of the member so they no longer reside within the City of Eugene urban growth boundary.
- c. The member submits his/her resignation. A committee member who wishes to resign shall submit a letter of resignation to the ATC liaison.
- d. A member may be terminated from ATC if they become an impediment to the ATC's work. Examples of impeding ATC's work include but not limited to this list: constant disruption at meetings; limited participation at meetings; or harassment of committee members, staff, or the public. A member can be removed by staff or a two-thirds vote of ATC at a regularly scheduled board meeting. Prior to the vote, the ATC Chair or city staff will meet with the member and discuss the reasons that are causing concerns that may lead to termination. The member will be notified at least two weeks prior to the meeting that a vote to terminate will take place.

Section 11 - AMENDMENTS

Recommendations for amendments to these Bylaws shall be passed by 2/3 vote of the membership of the ATC. The proposal for amendments in Bylaws shall appear on the published agenda. The text of the proposed amendments in Bylaws must be sent to all ATC members not less than seven calendar days in advance of the meeting where a decision will be made.

Adopted March 8, 2018