

BYLAWS OF THE PORTLAND STREETCAR CITIZENS ADVISORY COMMITTEE

< February 18, 2016 >

ARTICLE I. PURPOSE

The purpose of the Portland Streetcar Citizens Advisory Committee is to advise the Commissioner of Transportation, the Mayor and City Council, Portland Bureau of Transportation (PBOT), Portland Streetcar Inc. (PSI) Board of Directors, and PSI staff on all matters relating to the Portland Streetcar. The responsibilities of the committee shall include but are not limited to:

Section 1. Streetcar Policy

- a. Review and make recommendations on planning documents prepared by City departments affecting Portland Streetcar. These shall include but are not limited to the Comprehensive Plan, Streetcar Plan(s), Transportation System Plan, Neighborhood Plans, area-wide Development Plans, and the Central City Plan.
- b. Review and make recommendations regarding funding priorities for operations and capital improvement projects insofar as they relate to Streetcar.
- c. Monitor activities of other jurisdictions as they affect Streetcar and how Streetcar affects them.

Section 2. Streetcar Policy Implementation

- a. Review and make recommendations on capital improvement projects developed by City departments and outside agencies to ensure adequate consideration is given to streetcar.
- b. Review and make recommendations regarding the implementation of the Streetcar System Concept Plan.
- c. Advise PSI and PBOT staff on issues related to public involvement in Streetcar improvement projects with the goal of developing a consensus among the affected public.

Section 3. Streetcar Operations and Service

- a. Advise Streetcar and PBOT staff and PSI Board of Directors on issues related to streetcar operations and service.

Section 4. Public Education

- a. Advise City and Streetcar staff on issues related to promoting and educating the public about streetcar and its mission and purpose in shaping the city.

Section 5. Citizen Input

- a. Encourage citizen participation in identifying problem areas, reviewing existing facilities, and planning and implementing new projects and programs to address them.

ARTICLE II. MEMBERSHIP

Section 1. Composition of Committee

The membership of the committee shall consist of seventeen (17) members and a Chair and a Vice-Chair.

Section 2. Appointment

- a. *Qualifications:* Any adult resident of the City of Portland shall be eligible for membership. Applicants should have an interest in promoting the use of Streetcar, have an understanding of transportation, urban design/development, and good interpersonal skills for working on a committee, and make a commitment to attend monthly meetings and participate in the work of the committee.
- b. *Becoming a Member:* Invitations to apply for membership will be offered to the community at intervals not to exceed two years. Applications for membership are made to the Chair of the Citizens Advisory Committee.

A membership subcommittee shall be formed to review applicant's qualifications and make recommendations for membership. The subcommittee will report back to the larger group and make a recommendation for membership.

- c. *Appointments:* Upon recommendation by the committee, submitted to the Commissioner of Transportation by the Chair, members may be appointed by the Commissioner of Transportation.
- d. *Representational Goals:* In addition to the general qualifications for membership above, the committee should strive to include members who can offer the perspective of age, disability, geography, stakeholders, and expertise.

Section 3. Tenure

- a. *Length of Service:* Members shall serve for a three-year term and may reapply for membership.
- b. *Removal of Voting Members:* If any member is absent without good cause from three consecutive regular meetings or 5 meetings in a year, the Chair may declare this position vacant.

ARTICLE III. OFFICERS

Section 1.

There shall be a Chair and a Vice-Chair elected from the membership of the committee. The Chair of the committee will serve as a voting member of the PSI Board of Directors.

Section 2.

Each officer shall serve a two-year term and may be re-elected. Terms shall be based on the fiscal year beginning in July and ending in June. It is the intent that no officer should serve more than two consecutive terms in the same office.

Section 3.

A nominating subcommittee shall be formed biannually at the March meeting. The subcommittee shall report at the April meeting and elections shall be held at the May meeting to be effective in July. Additional nominations from the floor shall be permitted at the May meeting.

Section 4.

The officers shall be elected by majority vote. Elections shall be held by ballot.

ARTICLE IV. MEETINGS

Section 1. Monthly Meetings

A regular monthly meeting shall be held in a publicly accessible location. Day, time, location and duration of the meeting shall be determined by the committee and published in advance of the meeting.

Section 2. Conduct of Meetings

- a. A majority of members (9) shall constitute a quorum for the transaction of business at any regular meeting.
- b. Only members, including the Vice-Chair shall have the right to vote on committee business. The Chair shall vote in the event of a tie.
- c. The act of a majority of the members present at the meeting at which there is a quorum shall be the act of the committee.
- d. The Committee Chair, in consultation with Streetcar staff shall set the agenda for each meeting. The agenda should be sent out to all Committee members and posted on the Streetcar website no less than seven (7) days in advance of the meeting.

- e. Streetcar staff shall be responsible for meeting minutes. Minutes shall be distributed to Committee members and posted on the Streetcar website. All minutes shall be considered draft until approved by committee.
- f. *Subcommittees*: The Chair, with the approval of the Committee, may form subcommittees to carry out special projects, represent the Committee on projects, or for other purposes that the Committee may delegate. The subcommittees will report on developments and issues to the Committee at the monthly meetings.

ARTICLE V. AMENDMENTS TO BYLAWS

The committee may amend the bylaws at any regularly scheduled meeting by a vote of a two-thirds of the voting committee members, provided that the committee has agreed to consider one or more amendments to the bylaws at a prior meeting, that meeting notes reflect the discussion of the amendment(s), and that written notice (postal or email) of the proposed amendment is distributed to members not later than a week before the regularly scheduled meeting.