

Exhibit A to Resolution 24-02-10

Accessible Transportation Fund Advisory Committee (ATFAC) of the Tri-County Metropolitan Transportation District of Oregon (TriMet)

BYLAWS

Effective Date: March 1, 2024

Article I – Statewide Transportation Improvement Fund (STIF) Population Based Formula Funds, ATFAC Purposes, Roles and Responsibilities

Section 1. STIF Population Based Formula Funds

With the passage of HB 2017, Oregon established the Statewide Transportation Improvement Fund (STIF) for the purpose of financing and improving statewide transportation programs and services. Pursuant to applicable provisions of ORS Chapter 184 and Public Transit Division Administrative Rules, the Oregon Department of Transportation (ODOT) has designated TriMet as the Qualified Entity (QE) for Clackamas, Multnomah and Washington counties. The terms “Qualified Entity” or “QE” as used in these Bylaws shall mean TriMet. As the QE for the tri-county region, TriMet relies on the advice and guidance of the regional HB 2017 Transit Advisory Committee to manage and coordinate the development of the STIF Plan, receipt of funding applications, and reviews of proposed distributions of formula funds and applications for discretionary funds.

Prior to 2020, the similar but smaller Special Transportation Fund (STF), derived from taxes and fees on cigarettes, ID cards, and gasoline used for non-automotive purposes (e.g., boats, generators, lawnmowers, etc.), was used to support regional transportation programs for adults 65 and older (older adults) and people with disabilities. Pursuant to Oregon’s adoption of Senate Bill 1601 in 2020, ODOT consolidated the Special Transportation Fund (STF) with the STIF. As a result, STF revenues that formerly provided flexible funds for dial-a-ride services, transit ticket subsidies, travel training, purchases of accessible vans, buses and wheelchair lifts, and other equipment upgrades which make transportation services more accessible for older adults and people with disabilities, were designated as Population Based Formula Funds (STIF Pop) and incorporated into the STIF. The STIF Pop fulfills the same purposes as the former STF and is subject to the overall STIF Plan.

Section 2. Establishment and Purpose of ATFAC

On February 28, 2024, pursuant to Resolution No. 24-02XX, the TriMet Board of Directors (Board) established and appointed members to the Accessible Transportation Fund Advisory Committee (ATFAC) as a formal Work Group of TriMet’s HB 2017 Transit Advisory Committee to advise and assist the Transit Advisory Committee in carrying out the purpose of the STIF Pop program.

Section 3. Roles and Responsibilities of ATFAC

The ATFAC will:

- (a) Advise the HB 2017 Transit Advisory Committee regarding the opportunities to:
1) coordinate STIF Pop moneys and STIF Pop funded projects with other transportation programs and services; 2) avoid duplication of service; and 3) address gaps in service;
- (b) Review the proposed distribution of Formula Program moneys and make informed recommendations to the HB 2017 Transit Advisory Committee;
- (c) Review Discretionary Grant proposals and make informed recommendations to the HB 2017 Transit Advisory Committee; and
- (d) Participate in annual review of STIF Pop funded projects.

Article II – Membership, Appointments and Terms

Section 1. Membership

The membership of the ATFAC shall reflect a balance of qualifications, including geographic diversity, older adults and people with disabilities

All ATFAC members must be:

- Persons who reside in the tri-county area;
- Knowledgeable about the transportation needs of older adults and people with disabilities and;
- Users of and/or familiar with public and/or community-based transportation services in their area.

More than one half of all ATFAC members must be individuals who are older adults and/or people with disabilities.

Membership appointments shall be made in accordance with the categories and number of individuals shown below:

Membership Category Description	Number of Persons
Members of the TriMet Committee on Accessible Transportation (CAT), excepting the CAT Member who is a TriMet Board Member	Up to 14
Older adults or persons with disabilities who reside in Clackamas County	2
Older adults or persons with disabilities who reside in Washington County	2
Older adults or persons with disabilities who reside in Multnomah County	2
Older adults or persons with disabilities who reside outside of the TriMet District	3
Staff representative from each of the respective County Agencies on Aging and Disability; one per county	3
Staff representative of TriMet	1
Staff representative of Ride Connection	1
Staff representatives of public transit entities other than TriMet, including a rural transit entity representative	2
Older adults or persons with disabilities living in the service area	4

Section 2. Appointments

The Board can appoint and may remove members to the ATFAC consistent with these Bylaws.

The initial appointments to the ATFAC shall be members of the Special Transportation Fund Advisory Committee (STFAC) that was dissolved as the result of the consolidation of the STF with the STIF and the adoption of Resolution No. 24-02-10 on February 28, 2024. Subsequent to the Board’s initial ATFAC appointments, the ATFAC will form a nominating committee to assist with ATFAC membership selection.

Section 3. Terms of Service

Terms of service for ATFAC members will be as follows:

- (a) For those persons who are members of the CAT, terms of service on the ATFAC will be concurrent with the person's current term of service on the CAT.
- (b) For those persons who are older adults or persons with disabilities residing in one of three counties and who are not members of the CAT, one half of the initial appointments to the ATFAC will have two year terms and one half will have three year terms, to insure continuity of membership. Subsequent terms of appointments will be two years of length.
- (c) For staff representing agencies and organizations listed in Article II, Section 1 of these Bylaws, the terms of appointed staff shall be as designated by the represented agency or organization.
- (d) Terms for ATFAC members, except those persons who are staff representatives of agencies or organizations listed in Article II, Section 1, will begin on July 1 and end on June 30 of any year.

Section 4. ATFAC Chair and Vice Chair

The Chair and Vice Chair of the CAT will call the initial meeting of the ATFAC. The first order of business will be for the members of the ATFAC to nominate and elect the Chair and Vice Chair of the ATFAC.

The Chair and Vice Chair will serve for terms of two years. Election of the Chair and Vice Chair will be at the first meeting held in July or a successive month in any year. In the event of a vacancy in the Chair or Vice Chair, the vacant position will be filled by nomination and election at the first meeting following notice of the vacancy.

Section 5. Chair As Presiding Officer

The Chair will be responsible for the maintenance of order and decorum at ATFAC meetings and will control the procedures of the meeting. The Chair will determine all Points of Order subject to the right of any member to appeal the determination to the entire ATFAC membership. In the event of an appeal, the majority decision of the ATFAC will govern and conclusively determine any question of a Point of Order.

Section 6. Staff Roles and Responsibilities

The TriMet General Manager will designate staff to prepare meeting notices, agendas, and minutes for the ATFAC. Staff will assist the ATFAC in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the ATFAC's work.

Section 7. Participation and Vacancies

Attendance and active participation is highly valued by the ATFAC. The Chair may excuse the absence of a member for good cause. In the event of three unexcused absences within a twelve month period, the Chair and Vice Chair shall review the circumstances of the absences, and if the absences remain unexcused, the position will be considered vacant. Vacancies will be filled per Article II, Section 2.

Section 8. ATFAC Member Responsibilities

Members of ATFAC are expected to gain a working knowledge of the STIF Pop program and related projects, services and plans, and utilize this knowledge in their participation as a Work Group of TriMet's HB 2017 Transit Advisory Committee.

Article III - Meetings

Section 1. Open Meetings

All ATFAC meetings will be open to the public. Notices of meetings will be given in accordance with Oregon Public Meetings laws.

Section 2. Quorum

A majority of the filled positions then appointed to the ATFAC will constitute a quorum, for the purposes of conducting business.

Section 3. Voting

Each member of the ATFAC has one vote. The Chair will cast a vote only in cases of a tie.

Section 4. Actions

All actions of the ATFAC will be by motion passed by majority of the members present and voting.

Section 5. Meetings Schedule

The ATFAC will meet at least two times in any year, as marked from July 1 to June 30. Staff and Chair and Vice Chair will confer as to the meeting schedule.

Meetings will be scheduled as often as necessary to carry out the responsibilities of the ATFAC.

Article IV – Agendas, Minutes, and Recommendations to the TriMet Board

Section 1. Agendas

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

The agenda and written or electronic copies of information associated with any agenda action items will be distributed to all ATFAC members in advance of the meeting.

Section 2. Minutes

A record of ATFAC meetings in any manner or medium permitted by Oregon Public Meetings laws, including written minutes, will be prepared and distributed by staff. The record will note major points discussed and any conclusions reached and/or actions taken.

Section 3. Recommendations to the HB 2017 Transit Advisory Committee

The Chair or his/her designee may present recommendations of the ATFAC to the HB 2017 Transit Advisory Committee in person or in writing.

Article V – Subcommittees

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the ATFAC's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the ATFAC as a whole. The Chair will select subcommittee members and designate a chair. The Chair may appoint persons to serve on subcommittees who are not members of the ATFAC as a whole, provided they have knowledge and experience that would help the subcommittee in completing its assignment.

Article VI – Amendments

These Bylaws may be amended by a Resolution of the TriMet Board. The ATFAC will have opportunity to propose amendments to these Bylaws and to review amendments prior to action by the TriMet Board.