

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF APPROVING UPDATED )  
BYLAWS FOR THE TRANSPORTATION POLICY )  
ALTERNATIVES COMMITTEE (TPAC) THAT )  
FORMALIZE NEW TECHNICAL SUBCOMMITTEES

RESOLUTION NO. 04-3469A

Introduced by  
Councilor Rod Park

WHEREAS, the Transportation Policy Alternatives Committee (TPAC) serves as Metro's technical committee and policy alternatives forum on regional transportation matters; and

WHEREAS, TPAC operates under bylaws approved by Metro Council; and

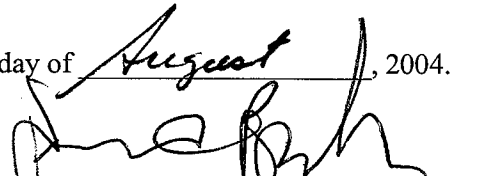
WHEREAS, TPAC monitors and provides advice on transportation planning issues to ensure adequate consideration of regional values such as land use, the economy, the environment and other factors in the development of transportation plans and projects; and

WHEREAS, TPAC makes formal recommendations to the Joint Policy Advisory Committee on Transportation (JPACT) and the Metro Council on action items and provides consensus input on other matters; and

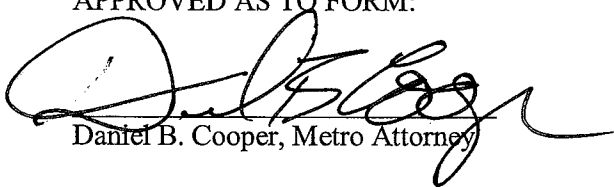
WHEREAS, TPAC delegates topics of special importance or complexity to subcommittees, therefore,

BE IT RESOLVED, the Metro Council approves the updated TPAC bylaws contained in Exhibit A, which clarify the use of subcommittees and incorporate other needed updates to the operational aspects of TPAC.

ADOPTED by the Metro Council this 19<sup>th</sup> day of August, 2004.

  
\_\_\_\_\_  
David Bragdon, Council President

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Daniel B. Cooper, Metro Attorney



**TRANSPORTATION POLICY ALTERNATIVES COMMITTEE  
(TPAC)**

**BYLAWS**

**ARTICLE I**

This Committee shall be known as the TRANSPORTATION POLICY ALTERNATIVES COMMITTEE (TPAC).

**ARTICLE II**

The Transportation Policy Alternatives Committee coordinates and guides the regional transportation planning program in accordance with the policy of the Metro Council.

The responsibilities of TPAC with respect to transportation planning are:

- a. Review the Unified Planning Work Program (UPWP) and Prospectus for transportation planning.
- b. Monitor and provide advice concerning the transportation planning process to ensure adequate consideration of regional values such as land use, economic development, and other social, economic and environmental factors in plan development.
- c. Advise on the development of the Regional Transportation Plan (RTP) in accordance with ~~the Intermodal Surface Transportation Efficiency Act (ISTEA)~~ federal planning regulations, the L.C.D.C. Oregon Transportation Planning Rule, the 1992 Metro Charter and the adopted 2040 Growth Concept.
- d. Advise on the development of the Metropolitan Transportation Improvement Program (MTIP) in accordance with ~~ISTEA~~ federal planning regulations.
- e. Review projects and plans affecting regional transportation.
- f. Advise on the compliance of the regional transportation planning process with all applicable federal requirements for maintaining certification.
- ~~g.~~ Develop alternative transportation policies for consideration by the Joint Policy Advisory Committee on Transportation (JPACT) and the Metro Council.
- h. Review and comment on Metro Policy Advisory Committee land use

matters that have significant transportation implications.

i. \_\_\_\_\_ Review local comprehensive plans for their transportation impacts and consistency with the Regional Transportation Plan. Recommend needs and opportunities for involving citizens in transportation matters.

j. \_\_\_\_\_ The responsibilities of TPAC with respect to ~~air quality~~environmental planning ~~are~~include, but are not limited to:

1a. Review and recommend project funding for controlling mobile sources of particulates, CO, HC and NOx.

2b. Review the analysis of travel, social, economic and environmental impacts of proposed transportation control measures.

3e. Review and provide advice (~~critique~~) on the proposed plans for meeting ~~particulate~~environmental standards as they relate to mobile sources.

4d. Review and recommend action on transportation and parking elements necessary to meet federal and state clean air requirements.

5. Consultation role on air quality, pursuant to state and federal planning requirements.

### ARTICLE III MEMBERSHIP, VOTING, MEETINGS

#### Section 1. Membership

a. The Committee will be made up of representatives from local jurisdictions, implementing agencies and citizens as follows:

City of Portland .....	1
Clackamas County .....	1
Multnomah County .....	1
Washington County .....	1
Clackamas County Cities.....	1
Multnomah County Cities ( <u>except Portland</u> ) .....	1
Washington County Cities .....	1
Oregon Department of Transportation.....	1
Washington State Department of Transportation.....	1
Southwest Washington Regional Transportation Council.....	1

Port of Portland.....	1
Tri-Met .....	1
Oregon Department of Environmental Quality .....	1
Metro (non-voting) .....	<del>21</del>
Citizens.....	<del>6</del>
	<u>24</u> <del>20</del>

In addition, the City of Vancouver, Clark County, C-TRAN, Federal Highway Administration, Federal Aviation Administration (FAA), Federal Transit Administration (FTA), and Washington Department of Ecology may appoint an associate member without a vote. Additional associate members without vote may serve on the Committee at the pleasure of the Committee.

b. Each member shall serve until removed by the appointing agency. Citizen members shall serve for two years and can be reappointed.

c. Alternates may be appointed to serve in the absence of the regular member.

d. Unexcused absence from regularly scheduled meetings for three (3) consecutive months shall require the Chairperson to notify the appointing agency with a request for remedial action.

Section 2. Appointment of Members and Alternates

~~a. Representatives (and alternatives if desired) of the Counties and the City of Portland shall be appointed by the presiding executive of their jurisdiction/agency.~~

ab. Representatives (and alternates if desired) of Cities within a County (except Portland) shall be appointed by means of a consensus of the Mayors of those cities. It shall be the responsibility of the representative to coordinate with the cities within his/her county.

be. Citizen representatives and their alternates will be nominated through a public application process, confirmed by the Metro Council, and appointed by the ~~Presiding Officer~~President of the Metro Council.

~~c. Except as provided by (a) and (b), representatives (and alternatives if desired) of the Counties and the City of Portland shall be appointed by the chief administrative officer of their jurisdiction/agency.~~

~~d. Metro representatives (non-voting) shall be appointed one each by the Metro Executive Officer and Council Presiding Officer.~~

### Section 3. Voting Privileges

- a. Each member or alternate of the Committee, except associate members, shall be entitled to one (1) vote on all issues presented at regular and special meetings at which the member or alternate is present.
- b. The Chairperson shall have no vote.

### Section 4. Meetings

- a. Regular meetings of the Committee shall be held each month at a time and place established by the Chairperson.
- b. Special meetings may be called by the Chairperson or a majority of the Committee members.

### Section 5. Conduct of Meetings

- a. A majority of the voting members (or designated alternates) shall constitute a quorum for the conduct of business. The act of the majority of the members (or designated alternates) present at meetings at which a quorum is present shall be the act of the Committee.
- b. All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.
- c. The Committee may establish other rules of procedure as deemed necessary for the conduct of business.
- d. An opportunity will be provided at each meeting for citizen comment on agenda and non-agenda items.

## **ARTICLE IV OFFICERS AND DUTIES**

### Section 1. Officers

The permanent Chairperson of the Committee shall be the Metro Planning Director or designee.

### Section 2. Duties

The Chairperson shall preside at all meetings he/she attends and shall be responsible for the expeditious conduct of the Committee's business.

### Section 3. Administrative Support

a. Metro shall supply staff, as necessary, to record actions of the Committee and to handle Committee correspondence and public information concerning meeting times and places.

## **ARTICLE V SUBCOMMITTEES**

~~One (1) permanent s~~Subcommittees of the Committee ~~is-are~~ established to oversee the major functional area in the transportation planning process where specific products are required. The following are designated as permanent subcommittees:

a. Metropolitan Transportation Improvement Program (MTIP) Subcommittee -- to support the development and update of the five-year TIP, including the Annual Element.

b. ~~T~~ransportation Demand Management~~Regional Transportation Options~~ Subcommittee (~~TDMRTO~~) --to recommend measures to reduce travel demand for inclusion in the Regional Transportation Plan~~RTP~~ or funding in the Transportation Improvement Program~~MTIP~~, and to provide oversight on implementation of the Regional Travel Options Strategic Plan.

~~Other s~~Subcommittees may be established by the Chairperson.~~Membership composition shall be determined according to mission and need. The Chair shall consult with the full committee on membership and charge before organization of subcommittees, subject to approval of bylaws by TPAC. Subcommittee bylaws establish the scope of activities for these groups, though TPAC may direct subcommittees to consider issues that fall outside their respective bylaws, when appropriate.~~

Subcommittee members can include TPAC members, alternates and/or outside experts. All such committees shall report to the Transportation Policy Alternatives Committee. Ad-hoc committees that function for less than six months may be established by the chair, and shall operate under the TPAC procedures for meeting notice requirements.

## **ARTICLE VI REPORTING PROCEDURES**

The Committee shall make its reports and findings and recommendations to ~~the Joint Policy Advisory Committee on Transportation (JPACT)~~ and the Metro Council. The Committee shall develop and adopt procedures which adequately notify affected jurisdictions on matters before the Committee.

## **ARTICLE VII AMENDMENTS**

Amendments to the Bylaws require the approval of JPACT and the Metro Council. ~~The Bylaws may be amended or repealed only by the Metro Council.~~

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## STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 04-3469, FOR THE PURPOSE OF APPROVING UPDATED BYLAWS FOR THE TRANSPORTATION POLICY ALTERNATIVES COMMITTEE (TPAC) THAT FORMALIZE NEW TECHNICAL SUBCOMMITTEES.

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Date: July 21, 2004

Prepared by: Tom Kloster

### BACKGROUND

The Transportation Policy Alternatives Committee (TPAC) is established by the Metro Council and the Joint Policy Advisory Committee on Transportation (JPACT) to monitor and provide advice on transportation planning issues to ensure adequate consideration of regional values such as land use, the economy, the environment and other factors in the development of transportation plans and projects. While JPACT provides the principal policy forum for transportation issues of regional importance, TPAC provides input on such matters to JPACT and the Council from the technical level.

TPAC's membership includes technical staff from the same governments and public agencies as JPACT, plus representatives of the Federal Highway Administration and the Southwest Washington Regional Transportation Council. There are also six citizen representatives appointed by the Metro Council. The committee is chaired by the Planning Director, Andy Cotugno, and meets on the last Friday of each month to consider an extensive agenda of topical issues that fall under this directive. The committee votes on formal recommendations to the Joint Policy Advisory Committee on Transportation (JPACT) and the Council on action items and provides consensus input on other matters.

### ANALYSIS/INFORMATION

TPAC's operating bylaws have not been updated since 1995. Since that time, there have been a number of changes that warrant an update to the bylaws. The most significant is the emergence of formal TPAC subcommittees as an ongoing part of the committee operation. Because of the broad range of issues facing TPAC at any given time, the committee relies on two standing subcommittees to focus on key issues that cannot be fully addressed by the full committee. These committees include:

- Metro Transportation Improvement Program (MTIP) Subcommittee
- Regional Travel Options (RTO) Subcommittee

More recently, two other committees have emerged as informal subcommittees to TPAC, including:

- TransPort – an ODOT committee that oversees the development and operation of intelligent transportation systems in the region (which include traffic monitoring cameras, for example).
- Regional Freight Committee – a Metro committee convened to address major freight issues.

Each of these committees has unique composition, though most consist of technical staff from public agencies. The RTO Subcommittee is the notable exception, with its own operating bylaws, and private sector and citizen representatives that mirror the composition of TPAC. Each meet at least monthly, and

are open to any TPAC member who chooses to attend. However, only the MTIP and RTO subcommittees advertise their meetings, and report on their proceedings, since they are formal subcommittees of TPAC.

The proposed amendments to the TPAC bylaws streamline the function of the MTIP and RTO subcommittees, and also provide a structure by which other advisory committees, such as Transport and the Regional Freight Committee, may be recognized as subcommittees of TPAC. Under the proposed bylaws, the MTIP and RTP Subcommittees are identified as standing bodies, and must submit their own operating bylaws to TPAC for approval in order to conduct business. Other bodies, such as the Transport and Regional Freight committee, may be recognized as affiliates of TPAC by submitting bylaws for approval. Subcommittee bylaws will establish a technical scope and working mission for each group. The amended bylaws also allow TPAC to establish temporary subcommittees, as needed, to address topical issues that cannot be fully considered within the time constraints of a full TPAC meeting.

The amended bylaws also include a number of housekeeping revisions, mostly reflecting changes in state and federal terminology and legislation. The new bylaws also reflect Metro's structural changes resulting from the recent charter amendment that replaced the Metro Executive with the Council President. Under the prior "divided" Metro structure, Metro held two non-voting seats on the committee, one as chair, and a second as a staff representative for the Council. Under the new bylaws, Metro's consolidated structure is represented by one seat, as the chair of the committee.

The bylaws have also been revised to clarify that the Council and JPACT operate jointly as the Metropolitan Planning Organization for the region. Both bodies must approve TPAC's bylaws under the proposed amendments, though the Council would continue to be the sole body responsible for appointing the six citizen member of TPAC. For this reason, staff has proposed that these changes to the bylaws be reviewed and acted upon by JPACT as a courtesy, and to reflect the proposed amendments.

The amended bylaws also clarify TPAC's role in reviewing land use matters under consideration by the Metro Policy Advisory Committee (MPAC) that have significant transportation implications. In these instances, TPAC input to MPAC would be in the form of comments, submitted in conjunction with Metro Technical Advisory Committee (MTAC) or Metro staff comments to MPAC. Examples

The proposed amendments to the TPAC bylaws are shown in Exhibit A.

1. **Known Opposition** None known at this time.
2. **Legal Antecedents** As currently adopted, the TPAC bylaws can only be adopted or amended by Metro Council, though the proposed amendments required both the Council and JPACT to approve the bylaws. The last amendment to the bylaws was adopted on March 9, 1995.
3. **Anticipated Effects** Adoption of this resolution will enact the new TPAC bylaws shown in Exhibit A, and formalize the role of two standing subcommittees of TPAC, as described in the analysis.
4. **Budget Impacts** None.

## **RECOMMENDED ACTION**

Metro Council approve Resolution No. 04-3469.