

TransPort Committee

Bylaws and Operating Procedures

As approved January 12, 2005

Mission Statement

The primary mission of the Intelligent Transportation Systems (ITS) Subcommittee is to provide a forum for cooperative ITS planning and deployment. The TransPort Committee assures compatibility between currently deployed technology and new national, state, regional and jurisdictional initiatives, consistent with U.S. DOT requirements for a Regional ITS Architecture to support implementation of federally funded ITS infrastructure.

This mission is achieved through the following activities:

- TransPort is responsible for initial evaluations and recommendations relating to the region's ITS planning, programming and implementation activities.
- TransPort prepares and updates the Regional ITS architecture in conformance with US DOT rules and regulations.
- Transport provides input on the ITS Element for future updates of the Regional Transportation Plan and regional comments to the Oregon Highway Plan.
- TransPort assures that all ITS-based transportation management projects envisioned in the Regional Transportation Plan that receive regionally allocated federal funds are compliant with the Regional ITS Architecture, as required by TEA-21.
- TransPort assures that all ITS projects are developed using a systems engineering process.
- TransPort establishes collaborative rules and policies for the development of network architectures, designs, implementation plans, expansion plans and maintenance plans to create a regional communications network infrastructure to serve all partner organizations.
- Transport works collaboratively to prepare and submit special ITS grant requests in response to federal RFPs.

The ITS Subcommittee is authorized to evaluate regional ITS initiatives for technical merit; evaluate projects submitted for regional, state and federal funding through the MTIP and STIP processes, and propose coordination of funds authorized to implement regional ITS technology integration initiatives where no individual project sponsor has been identified. It is also authorized to evaluate ITS initiatives for technical merit and provide comment on regional priorities position papers regarding federal appropriations and reauthorization requests.

Operating Procedures

History

The Transport Committee was formed initially for the federally funded ITS Early Deployment Study in 1993 and has continued meeting since then. The committee continues to operate in a consensus manner for cooperative ITS planning and deployment.

Committee Membership

The ITS Subcommittee membership shall be non-exclusive and open to all jurisdictions wishing to attend. The primary members of the sub committee consist of representatives of ODOT; Tri-Met; Washington, Clackamas and Multnomah Counties; and the City of Portland. Continued attendance is urged by Port of Portland; FHWA; Clark County, Washington; C-TRAN, Southwest Washington RTC, the City of Vancouver Washington, Washington State DOT-Southwest Region, the Cities of Gresham and Beaverton; the City of Portland Bureau of Emergency Communication and Portland State University. Outreach shall continue to encourage at least occasional attendance from other cities in the three-county urban area; representation from the regional freight industry and expanded representation from regional emergency services providers. Committee members operate as equal partners with one vote for each agency. To be considered as an active TransPort committee member, each agency needs to be present for at least 50% of the TransPort meetings throughout any calendar year.

Committee Member Responsibilities

Committee members will coordinate within their respective agencies and develop consensus within their agency prior to adopting rules. Committee members or their alternatives shall attend and participate in the sub-committee meetings. If a jurisdiction's representative or alternate has three consecutive unexcused meeting absences, that jurisdiction will lose its status as a voting member. Absences may be excused at the discretion of the ODOT TransPort Committee staff. A jurisdiction may regain active committee status by submitting a letter of commitment and with the consensus of the committee.

Member Agency Responsibilities

TransPort Committee members will coordinate internally with intra-agency staff to discuss TransPort Committee related issues within their respective agencies to ensure that common agency interests are fully represented at the full TransPort Committee meetings and so that votes or actions of the TransPort Committee have the full internal agreement of their respective agencies.

Meetings

The TransPort Committee will hold regular meetings. The Committee shall agree on the frequency and time of meetings and may hold additional meetings as needed with reasonable notice to members.

Quorum

The TransPort Committee may hold meetings without a quorum and discuss issues relating to their responsibilities and duties under these operating procedures so long as no actions are taken. At least one agency representative from four of the six primary TransPort Committee agencies

must be present to constitute a quorum for the purposes of adopting rules, agreements or other commitments. Proxies from non-attending agencies will be accepted.

Relationship to TPAC

The TransPort Committee is a recognized subcommittee of the Transportation Policy Alternatives Committee (TPAC). TransPort will provide review and report on ITS activities and proposals as directed by TPAC. Monthly reporting of meeting minutes shall be provided in the TPAC Monthly Progress Report by Metro staff assigned to the committee. Representatives of TransPort will report to TPAC annually on progress implementing the region's ITS priorities and on other ITS-related issues.

Powers/Authority

The TransPort Committee has authority to adopt rules, polices, procedures and / or other commitments regarding the use and sharing of the ITS system. However, none of the TransPort actions shall supercede any individual agency's laws, rules, policies and procedures..

Voting

In general all actions are undertaken on a consensus basis. If consensus is not attained on an policy, decision, rule, or other action taken by the TransPort Committee, then a 2/3-majority agreement of the TransPort Committee members is required to pass that item. Each active TransPort agency shall have one vote on the Committee, except for Metro who is a non-voting member. Agencies who are unable to attend a specific meeting may designate a proxy for that meeting. The proxy does not have to be from the same agency as the absent member.

Amendments

Any amendment to these operating procedures shall require the 2/3-majority approval of the TransPort Committee member agencies.

Termination

Agencies may withdraw from the TransPort Committee at anytime.

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