

BYLAWS

COMMUNITY STEERING COUNCIL OF LANE TRANSIT DISTRICT

ADOPTED SEPTEMBER 27, 2023

Section 1 – NAME

The name of this committee shall be the Community Steering Council (hereafter referred to as the “CSC”) of Lane Transit District (LTD).

Section 2 – PURPOSE AND FUNCTIONS

The CSC provides LTD staff and project team with independent input, advice, and recommendations on the development of a Community Outreach Framework. The central task for the CSC is to play a meaningful role in shaping this framework and working collaboratively toward achieving consensus around the framework. The CSC works directly with LTD staff and project team on the issues being addressed at CSC meetings. Given that the CSC’s primary purpose is to provide input into the development of a Framework, it is intended to be a temporary ad hoc council that will dissolve once the framework is drafted. The CSC is advisory in nature. Feedback to LTD staff should reflect the full range of perspectives. We anticipate kind, robust, vigorous discussions amongst CSC members where there will be areas of consensus, as well as areas of disagreement.

To ensure broad input on the development of a Community Outreach Framework, the CSC will be LTD’s partner in providing community outreach. Therefore, a key responsibility of all CSC members will be to broadly disseminate information to and solicit input from their networks and communities.

Section 3 – MEMBERSHIP

- A. The CSC shall consist of at least 12 and not more than 22 members, all of whom must reside or work within the LTD service district area.
- B. Attendance is required to maintain an informed and active membership. If a member misses two meetings see Section 8 – Termination.
- C. Alternates will not be assigned due to the ad hoc and limited number of meetings of the council.
- D. In exchange for time and effort and to decrease barriers to participation, CSC members will receive a stipend of \$50 per meeting attended, up to \$400. Stipends will be distributed when the CSC dissolves, after the final meeting.

Section 4 – RECRUITMENT

- A. Applicants for positions applied by submitting a form provided by LTD. LTD then selected and appointed members to serve for the duration of the ad hoc council, which is estimated to be approximately three-month terms, or over the course of six meetings. If more than six meetings are required for the council to complete its work, the council and LTD may jointly agree to extend the duration of the council.
- B. The Council includes a diverse set of stakeholders. The targeted interest areas include, but are not limited to, the following:
 - Business / Chambers / Industry / Large Employers
 - LTD Customers / Frequent Transit Riders

- Diversity: Race/ Ethnicity/ Persons with disabilities / Low-Income / Gender / Age / Families with children
 - Housing / Development / Affordable Housing
 - Non-profit
 - Eugene and Springfield Areas
 - Students at all levels
 - Sustainability / Equity/ Environmental Justice
 - Transit Advocate
 - Transportation Options / Bike / Ped / Carpool / Vanpool
 - Those with strong technical or academic backgrounds in public transit policy and planning
- C. Selection of Committee members met the requirements of Title VI of the Civil Rights Act of 1964, and other applicable federal requirements concerning public outreach for public transit districts.

Section 5 – OFFICERS

The officers shall consist of a Chair and a Vice-Chair. The role of the Officers is to run the meetings of the CSC, liaise between LTD staff and other CSC members, coordinate with LTD staff and project team on the agenda for the CSC and any materials that will be distributed.

- A. The council is authorized to select its own officers from its membership.
- B. The Chair shall preside over all meetings and participate in the agenda setting with LTD staff.
- C. The Vice-Chair shall perform all duties of the Chair in her/his absence.
- D. 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.

Section 6 – ELECTION OF OFFICERS

Officers shall be elected to serve throughout the duration of the ad-hoc council, which is estimated to be for approximately three months, or around six meetings.

- A. Officers of the CSC shall be elected at the first meeting held on September 13, 2023, or as needed to fill vacancies. The term of office shall begin upon election and extend until the last scheduled meeting of the ad hoc council.
- B. Prospective officers will be nominated, and a poll will determine the selection of Chair and Vice-Chair by majority vote.
- 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 last scheduled meeting of the ad hoc council.

Section 7 – MEETINGS

- A. Scheduled meetings will be every other week, for approximately three months, resulting in approximately six meetings in Fall/Winter 2023. Meetings will take place on Wednesdays, from 5:30pm to 7:30pm.
- B. Notice of meetings shall be sent to all members at least one calendar week prior to all meetings.
- C. Agenda shall be sent to all members at least 48 hours prior to each meeting.
- D. Notice, agenda, minutes and other materials may be delivered electronically.

- E. All meetings shall be open to the public.
- F. Meetings will be conducted according to the most current edition of Robert's Rules of Order.
- G. The proceedings of each meeting shall be summarized by a designated note taker and made available to all Committee members approximately one week in advance of the next meeting.
- H. The Committee may choose to create subcommittees composed of existing committee members and set meetings and agendas for those subcommittees at their discretion.

Section 7 - AUTHORITY

- A. The authority of the CSC is advisory in nature. The scope of the council's authority is limited to making recommendations and/or resolutions regarding their own operation and public outreach by LTD. Recommendations and resolutions outside the scope will be addressed at the CEO's discretion.
- B. Any recommendations and resolutions approved by the council will be sent to the CEO for a response. The response will indicate whether the recommendation or resolution can be considered, and if so, how, and if not, why not.
- C. The CSC is intended to operate by consensus rather than voting when possible. Consensus refers to agreement on some decision by all members of a group, rather than a majority or a select group of representatives. The consensus process is what a group goes through to reach this agreement. The elements of a consensus-based-decision are that that all parties agree with the proposed decision and are willing to carry it out, no one will block or obstruct the decision or its implementation, and everyone will support the decision and implement it. There are varying levels of consensus, which range for an unqualified "yes" to "I can accept this decision" "I can live with the decision" or "I do not fully agree with the decision, however, I will not block it and will support it." If consensus cannot be reached, the CSC may choose to vote, continue discussion, ask for additional technical work, and/or note majority and minority positions and move on.

Section 8 – TENURE AND TERMINATION

- A. Community Steering Council member terms shall be continuous across the estimated three-month term except under the following conditions:
 - a. A member's unexcused absence from two meetings shall be considered as a de facto resignation. Before a member is dropped for reasons of absence, he/she/they shall be notified in writing.
 - b. Change in status of the member so they no longer hold one of the required positions outlined under Section 3A.
 - c. The member submits his/her/their resignation.
 - d. Removal by Lane Transit District. LTD reserves the right to revoke membership of disruptive participants, defined as those that violate the established meeting expectations.
- B. Given the limited number of meetings of the ad hoc council, should any member resign, there will be no replacement appointed.

Section 9 – AMENDMENTS & APPROVAL

- A. Recommendations for amendments to these Bylaws shall be passed by 2/3 vote of the membership of the Council.
- B. Approval and adoption of Bylaws shall be passed by 2/3 vote of the membership of the Council.