

## WASHINGTON COUNTY COORDINATING COMMITTEE BYLAWS

### 1. PURPOSE

The Washington County Coordinating Committee (Committee) will review and comment on major land use and transportation issues, plans and projects and provide a forum for discussion on these resulting in recommendations for a coordinated approach when appropriate.

The Committee's primary and most common function is to establish positions of consensus on land use and transportation issues among Washington County's local governments, which may be carried into regional and state discussions as "countywide" positions.

In addition, the Committee has specific role and authority in two countywide programs: the Major Streets Transportation Improvement Program (MSTIP) and the Transportation Development Tax (TDT) program. The nature and extent of the Committee's authority in these programs is delineated in the programs' adopted administrative procedures.

### 2. MEMBERSHIP

A. Voting Members: The Committee's voting membership shall consist of one elected representative from each of the following member jurisdictions, appointed by the jurisdiction's governing body:

- City of Banks
- City of Beaverton
- City of Cornelius
- City of Durham
- City of Forest Grove
- City of Gaston
- City of Hillsboro
- City of King City
- City of North Plains
- City of Sherwood
- City of Tigard
- City of Tualatin
- City of Wilsonville
- Washington County

- B. Voting Member Alternates: Each voting member shall have a designated alternate elected representative appointed by the jurisdiction’s governing body. Each voting member shall be responsible for notifying their designated alternate in the event they are unable to attend a meeting.
- C. Changes in Voting Member or Alternate Designation: The governing body of a city shall promptly notify the Committee Secretary in writing of any change in the city’s designated voting member or alternate.
- D. Regional Committee Membership: While not a requirement, in order to facilitate regional coordination, the Committee’s voting membership should include at least one representative currently serving on each of the following committees:
  - 1. Metro Joint Policy Advisory Committee on Transportation (JPACT)
  - 2. Metro Policy Advisory Committee (MPAC)
  - 3. Oregon Department of Transportation Region 1 Area Commission on Transportation (R1 ACT)
- E. Non-voting Member Entities: Non-voting member entities may be added to the Committee with approval of a majority of the voting members to facilitate coordination with key land use and transportation agencies on regional and state discussions and development of “countywide” positions.

3. OFFICERS

- A. Chair: The Chair presides over Committee meetings, approves the meeting agendas, and confirms or cancels meetings. The Chair shall serve only one consecutive two-year term, except as provided herein.
- B. Vice Chair (Chair-Elect): The Vice Chair shall assume the Chair’s duties in the event of the Chair’s absence. Additionally, the Vice Chair shall become Chair at the beginning of the next two-year Chair term, unless a majority of the voting members elect a different member to serve as Chair.
- C. Elections: The voting members shall elect a Chair and Vice Chair at the first Committee meeting in odd-numbered years.
- D. Mid-term vacancies: In the event of a mid-term Chair vacancy, the Vice-Chair shall assume the Chair position for the remainder of the current term. The voting members shall also elect a new Vice Chair to fill the remainder of the current term. A Chair or Vice Chair who fill a mid-term vacancy may also be elected to serve one subsequent full two-year term in the same position.
- E. Secretary: The Secretary of the Committee shall be the Director of the County’s Department of Land Use and Transportation. The Secretary provides administrative

support to the Committee such as logistical support for meetings and preparation, distribution and archiving of meeting materials and records, including meeting agendas and summaries, as well as letters, memoranda and reports as directed by the Committee. The Secretary shall keep a roster of all voting members, alternates and non-voting members of the Committee.

4. PROCEDURES

- A. Meetings: Meetings will be held monthly on a day to be determined by the Committee to allow for appropriate review and consideration of key land use and transportation issues on JPACT, MPAC, R1 ACT or other agenda. Additional meetings may be held as determined warranted by the Chair or by a vote of the Committee. Meetings shall be conducted in accordance with Robert’s Rules newly revised. All meetings shall be public and comply with state public meeting requirements.
- B. Quorum: A quorum of the Committee shall consist of seven voting members, including designated alternates sitting in the absence of voting members.
- C. Voting: Voting in the Committee shall carry by a simple majority of those voting members present, including designated alternates sitting in the absence of voting members.
- D. Records: The Secretary shall document all committee actions in the form of meeting summaries, memoranda and special reports. Records shall be retained per state retention requirements.
- E. Agendas: The Chair will solicit agenda items from Committee members. Meeting agendas shall be distributed a minimum of three (3) business days prior to the meeting to allow for discussion by member jurisdictions’ governing bodies.

5. TECHNICAL ADVISORY COMMITTEES

The Committee shall be informed and advised by the following standing technical advisory committees, as well as other ad hoc committees established for information and advice on specific issues, plans or projects of interest to the Committee.

Membership of the standing advisory committees shall consist of staff representatives of all voting member jurisdictions on the Committee. The standing advisory committees shall operate under the same procedures as the Committee, meeting monthly on a day to be determined by the advisory committee members. Non-voting member entities may be added to the standing advisory committees with approval of a majority of the advisory committee’s voting members to facilitate coordination with key land use and transportation agencies on regional and state discussions and development of “countywide” positions.

- A. Transportation Advisory Committee: This advisory committee shall review transportation plans, projects and funding issues, and make recommendations to the Committee.

- B. Land Use Advisory Committee: This advisory committee is to focus on land use issues and transportation issues that may have an impact on land use. Members shall generally be the planning directors or the staff persons with lead planning responsibility for the voting member jurisdictions on the Committee.

6. AMENDMENTS

These Bylaws may be amended from time to time by an affirmative vote of a majority of the total number of voting members of the Committee. Discussion of proposed amendments shall be included as a regular agenda item at a scheduled Committee meeting. Proposed amendments may be acted upon as a regular agenda item at a subsequent scheduled Committee meeting.