



STATE TRANSPORTATION IMPROVEMENT FUND (STIF) ADVISORY COMMITTEE BYLAWS

1. **Purpose.** The Lane Transit District (“LTD” or the “District”) Board of Directors (the “Board”) is required to appoint a State Transportation Improvement Fund Advisory Committee (the “Committee”).¹ The purpose of the Committee is to advise and assist the District, as the Qualified Entity, in carrying out the purposes of the Statewide Transportation Improvement Fund (“STIF”) and prioritizing Projects to be funded by STIF moneys received by the District. In addition, the Committee may:
 - a. Advise the District regarding the opportunities to coordinate STIF-funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.² This may include items such as reviewing LTD’s planned allocation of §5310 (Enhanced Mobility of Seniors and Individuals with Disabilities), §5311 (Rural Areas), and other funds used in the STIF Plan;
 - b. Advise the District on developing and updated STIF-related planning documents (e.g., the LTD Coordination Plan); and
 - c. Propose any changes to the policies or practices of the LTD Board that the Committee considers necessary to ensure that: (i) A Sub-Recipient that has received STIF funds has applied the moneys received in accordance with and for the purposes described in the Project proposal; and (ii) A Project proposal submitted by a Sub-Recipient does not fragment the provision of public transportation services.³

Some terms are defined in these Bylaws and other terms, not defined herein, shall have the same meaning as given in the Oregon Administrative Rules, Chapter 732, Divisions 040, 042, and 044.

2. District and Committee Relationship.

- a. **Project Consultation.** Prior to adopting a STIF Plan, the Board shall consult the Committee regarding the Projects proposed in the STIF Plan and seek a recommendation on the prioritization of those Projects from the Committee.⁴ The purpose of this consultation is to ensure that the STIF Plan reflects a coordinated regional approach to Public Transportation Service that considers the public transportation needs of people residing and traveling into and out of the geographic territory of the District as well as larger regional population centers and to ensure that interested parties have the opportunity to review and comment on the proposed STIF Plan.⁵

¹ OAR 732-040-0030 (1)

² OAR 732-040-0030 (4)

³ OAR 732-0040-0030 (8)

⁴ OAR 732-042-0020 (4)(b) and (6)

⁵ OAR 732-042-0020 (6)



- b. Project Recommendation. The Board may accept the Committee's recommendation to approve or reject a Project proposal and consider the Committee's recommended prioritized list of Projects, may return it to the Committee for modifications, or may modify it prior to inclusion in the STIF Plan for submittal to the Oregon Department of Transportation ("ODOT"). If the Board modifies the Committee's recommendation, it shall inform any affected Public Transportation Service Provider of all modifications and the explanation for such changes.⁶

3. Membership; Qualifications; Appointment.

- a. Membership. The Committee shall consist of ten (10) members.⁷ All members of the Committee are voting members. The Committee must include members from the District's area of responsibility, both within and outside of LTD's boundaries.⁸ In addition, LTD Board members and a representative from ODOT shall serve on the Committee in an advisory, non-voting capacity and shall not be considered "members" as used herein. ODOT will be notified of changes in Committee membership when LTD submits its STIF Plan or grant application.⁹
- b. Qualifications. To be eligible to serve, members must be: (i) Knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from LTD's service area or Lane County; and (ii) A person who is a member of or represents diverse interests, perspectives, geography and population demographics, in accordance with the specific requirements set forth in OAR 732-040-0035 (5)(b) and OAR 732-040-0030 (7). Notwithstanding the foregoing, the Committee must include at least four members who, separately, represent each of four groups set forth in OAR 732-040-0035 (6).
- c. Appointment Procedure. LTD will provide applications for Committee membership on its website. Fully completed applications will be reviewed by an internal committee in accordance with LTD's standard process for review of Committee applications. Top candidates may be invited for an interview before the internal committee makes a recommendation to the Board for appointment to the Committee. The Board will consider such recommendation and make appointments to the Committee.

4. Terms of Service; Vacancies.

- a. Terms of Service. Members shall serve for two-year staggered terms, with the member's term beginning on July 1 of the respective year. Members may be eligible for reappointment for up to three additional two-year terms, for a total term of eight years.
- b. Vacancies. If a vacancy is created because a member is unable to complete their term, or resigns before the term is over, the Board will appoint another member to serve out the unexpired portion of the term.

⁶ OAR 732-042-0020 (7)

⁷ OAR 732-040-0035 (3) requires at least seven members.

⁸ OAR 732-040-0035 (8)

⁹ OAR 732-040-0030 (5)(c)



5. Officers; Duties; Vacancies.

- a. Officers. The Committee shall choose from among its members, by majority vote of the members, a President and Vice President to serve one-year terms. Terms of office shall begin on the first day of July and end on the last day of June.
- b. President. The President, and in the President's absence, the Vice President, and in the absence of both, a member selected by the members present to act as President pro tem, shall preside at the Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.
- c. Vice President. In the event of the absence of the President, or of the President's inability to perform any of the duties of the President's office or to exercise any of the President's powers, the Vice President shall perform such duties and possess such powers as are conferred on the President, and shall perform such other duties as may from time to time be assigned to the Vice President by the President or Committee.
- d. Vacancies. In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

6. Duties of the Committee. The Committee shall conduct its review of Project proposals and activities in accordance with these Bylaws and as set forth in the Oregon Administrative Rules, Chapter 732, Divisions 040, 042, and 044. The Committee shall recommend to the Board approval or rejection of proposed Projects and prioritization of approved Projects within the geographic boundary for which LTD receives STIF Formula funding.¹⁰

- a. Proposed Projects Seeking STIF Funding. Public Transportation Service Providers and Sub-Recipients seeking STIF funding from the District through the District's STIF Plan shall submit a Project proposal to the Committee for review and approval.¹¹ A standard form will be provided for use during application windows. The Project proposal must include the contents described in OAR 732-042-0015 (3).
- b. Committee Process for Review of Proposed Projects for STIF Formula Fund. The Committee shall consider the criteria set forth in OAR 732-042-0020 (5) when reviewing Projects under the STIF Formula Fund. Additionally, the Committee shall consider the source of funds in its review of proposed Projects to ensure that funds distributed via the population-based formula are spent on Projects benefitting seniors and people with disabilities.

¹⁰ OAR 732-042-0020 (4)(b)

¹¹ OAR 732-042-0020 (1)



- c. Committee Process for Review of Proposed Projects for STIF Discretionary and Intercommunity Funds. The Committee shall also review Projects under the STIF Discretionary and Intercommunity Discretionary Funds. The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding.¹² The Intercommunity Discretionary Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network. As a competitive funding source, ongoing operations Projects are subject to risk of not receiving continuous funding.¹³ Projects eligible to receive grants under the Discretionary Fund or the Intercommunity Discretionary Fund must meet the project eligibility criteria set forth in OAR 732-044-0005, and Public Transportation Service Providers must meet qualification requirements set forth in OAR 732-044-0020. When reviewing a Project proposal for acceptance, rejection or prioritization, the Committee shall consider the extent to which the Project:
 - i. Supports the purpose, as applicable of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000;
 - ii. Meets the criteria established under OAR 732-044-0030 (1); and
 - iii. Meets any additional criteria established by the Commission.¹⁴
- d. Work Group. The Committee may appoint a Work Group to provide additional input on STIF Formula Fund projects.¹⁵ A Work Group may or may not be composed of members of the Committee. If such a Work Group is appointed, input from the Work Group shall be considered by the Committee and documented in the Committee's meeting minutes.
- e. High Percentage of Low-Income Households.¹⁶ "Low-Income Households" is defined in OAR 732-040-0000 (18). A "High Percentage of Low-Income Households" means an area where the percentage of Low-Income Households is above the State of Oregon average number of Low-Income Households statewide in the same year.

7. Meetings; Attendance; Quorum; Public Participation.

- a. Meetings. The Committee will meet as often as needed to: (i) review every Project proposed for inclusion in the STIF Plan;¹⁷ and (ii) advise the Board regarding proposed Projects and prioritization of such Projects within the geographic boundary for which the District receives STIF funding. Notwithstanding the foregoing, the Committee will meet at least two times per year.¹⁸ While attendance at a Committee meeting in-person is generally preferred, there is an option to attend virtually. A Committee meeting can also be held virtually, without any members having to physically attend.

¹² OAR 732-044-0000 (1)

¹³ OAR 732-044-0000 (2)

¹⁴ OAR 732-044-0025 (6)

¹⁵ OAR 732-040-0000 (42); OAR 732-040-0030 (2)

¹⁶ OAR 732-040-0030 (5)(a)

¹⁷ OAR 732-042-0020 (4)

¹⁸ OAR 732-042-0020 (3)



- b. Attendance. All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distractions (from cell phones, etc.) unless prevented by illness or unavoidable cause. If a member is unable to attend a Committee meeting, they should notify the Board Liaison Officer in advance. This helps ensure a quorum of members are available for a Committee meeting and helps avoid last-minute Committee meeting cancellations.
- c. Quorum Requirements. A quorum of the Committee is a majority of the Committee members, even if a member is absent or a position is vacant. A quorum of the Committee is required to hold a meeting.
- d. Public Participation. All meetings of the Committee are open to the public. Public testimony will generally be received at Committee meetings and is typically limited to three (3) minute increments, but it is adjustable at the discretion of the President.

8. Voting Requirements; Conflict of Interest.

- a. Voting Requirements. Committee members are expected to cast a vote on all matters except when a conflict of interest arises. Any Committee action requires the affirmative vote of a majority of all Committee members.
- b. Conflicts of Interest. Committee members should be familiar with Oregon's Government Ethics Laws regarding conflicts of interest. If a Committee member believes they may have a conflict of interest, that concern should be communicated with the Board Liaison Officer and/or the Chief Executive Officer in advance of the Committee meeting. They may consult with legal counsel.

9. Legal Requirements. Committee members will comply with requirements regarding Oregon Public Meetings Law, Oregon Government Ethics Law and Oregon Public Records Law and any other applicable legal or policy requirements. Notice of Committee meetings shall be given in accordance with Oregon Public Meetings Law.¹⁹

10. Miscellaneous

- a. Severability. If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.
- b. Amendments. These Bylaws, as adopted by the Board, may be revised or amended at any regular or special meeting of the Board on the affirmative vote of a majority of the Board members.

Adopted by the Board on December 17, 2025

¹⁹ OAR 732-040-0030 (5)(a)