

# CHARTER

of the  
**Northwest Oregon  
Area Commission on Transportation  
(NWACT)**

Adopted: November 4, 2004

## **NW Oregon Area Commission on Transportation (NWACT) Charter Background**

The Oregon Transportation Commission encourages greater local participation in the state's transportation planning and project development process through regionally based, advisory bodies called "Area Commissions On Transportation." The June 8, 2000 State Community Solutions Team Memorandum of Understanding that established the Northwest Oregon Regional Partnership provides for the Partnership to address transportation issues. The Northwest Oregon Area Commission on Transportation (NWACT) has been established to address Columbia, Clatsop, Tillamook, and western Washington counties transportation issues. The NWACT serves as a standing committee of the NW Oregon Regional Partnership.

### **ARTICLE I Rationale for Establishment NWACT**

In recent years local jurisdictions and other stakeholders have asked for increased participation in the early stages of project selection and development. The Oregon Department of Transportation (ODOT) and the Governor's Transportation Initiative concluded that more local citizen participation could help achieve the following goals:

- ◆ Increase support for and commitment to projects
- ◆ Match project solutions to real problems
- ◆ Reduce project costs
- ◆ Reduce time to complete projects
- ◆ More closely satisfy project expectations

The boundaries of the NWACT were selected to include locales with common transportation concerns and expectations of solutions. Each of the counties represented remain relatively rural with declining resource-based economies. Attracting new economic development, protecting existing resource-based activities and accommodating a growing tourism industry have an impact NW Oregon's transportation system.

The geographic area covered by NWACT includes the entirety of Columbia, Clatsop and Tillamook counties and the western portion of Washington County defined by a line extending along Dixie Mountain Road at the Multnomah County border to Jackson School Road, to Scotch-Church Road, to Zion-Church Road, to Susbauer Road south around the Metro Planning Area Boundary of Cornelius and Forest Grove , to its intersection with Highway 219, and then along Highway 219 to its intersection with the southern border of Washington County.

### **ARTICLE II Mission**

The mission of the NWACT is to:

- Provide a local public forum for information, discussion and coordination of transportation issues, projects and funding procedures affecting the region;
- Recommend state transportation investment priorities based on local transportation system plans (TSPs) and addressing identified needs in the region
- Advocate Northwest Oregon transportation issues to neighboring regions and other organizations;
- Advise the Oregon Transportation Commission on policies and project priorities for the region's transportation system.

### **ARTICLE III NWACT Authority and Responsibilities**

The authority of NWACT is through “charter” by the Oregon Transportation Commission (OTC). NWACT serves the OTC in an advisory capacity much as a local planning commission serves its jurisdiction. NWACT addresses all modes of transportation with primary emphasis on the State system. Local and regional transportation issues are also addressed if they impact the State system.

NWACT plays a key role in the development of the Statewide Transportation Improvement Program (STIP) through its public involvement establishing area-wide project priorities. Through that process, it prioritizes and recommends transportation projects in Northwest Oregon to be included in the STIP.

### **ARTICLE IV Membership**

Membership of NWACT consists of the following:

- Four County Commissioners\* (One per county)
- Four City Officials\*\* (One per county)
- Four Community/Small City Officials\*\* (One per county)
- Two ODOT Area Managers (ODOT Region 1 and Region 2)
- Three Port Members (One each from Clatsop, Columbia and Tillamook counties, selected by Port caucus) Should a port district be established in western Washington County, another member slot will be added to NWACT
- Three Transit District or other Public Transportation Provider Members (One each from Clatsop, Columbia and Tillamook counties, selected by Transit District caucus or other agency with public transportation jurisdiction) Should a transit/transportation district be established in western Washington County, another member slot will be added to NWACT
- Eight Citizen-At-Large Representatives – Two per county, selected by the county’s commissioners, following public advertisement of the position. Members are non-elected citizens selected from private interests including but not limited to freight, trucking, bicycle, pedestrian, public transportation system, public interest advocacy groups, environmental, land use, local citizens, business, education, minority organizations, public safety providers, non-profit organizations, etc.

\* All local governmental agency members are elected officials. Alternates may be elected officials or agency staff.

\*\* County commissions affirm representatives selected by cities for voting membership.

Total Voting Membership 28 members

Members are responsible to report to their individual constituencies the content of discussions and decisions. They are responsible to contribute the interests of their constituencies to NWACT for the overall benefit of the area.

#### Ex-Officio (Non-Voting) Members

- Adjacent Area Commissions on Transportation (ACTs) and Metropolitan Planning Organizations (MPOs)
- Cities of Cornelius and Forest Grove
- Clatsop–Nehalem Tribe
- Congressional Delegates
- Economic Development Councils
- Legislators
- NW Oregon Regional Partnership Representative
- Oregon Transportation Commission

General Stakeholders (engaged through public involvement, Advisory Committees and other outreach efforts):

- Army Corp of Engineering
- Business Associations
- Chambers of Commerce
- Community Service Organizations
- Construction Industry
- Department of Environmental Quality
- Department of Labor
- Department of Land Conservation and Development
- Disabled
- Division of State Lands
- Elderly
- Environmental Groups
- Financial Institutions
- Forestry (Emergency road system)
- Housing and Urban Development (HUD)
- ODOT Rail
- Oregon Department of Aviation
- Oregon Economic and Community Development
- Oregon Housing and Community Services
- Real Estate/Land Developers
- Schools
- Travel/Tourism (AAA and others)
- Utility Companies
- Other

#### **ARTICLE V Decision-Making**

NWACT uses a collaborative approach to problem solving where all members agree to support decisions made either by majority vote or by consensus after due consideration of public input.

#### **ARTICLE VI Meetings**

Meetings are held monthly unless extenuating circumstances prohibit it or members indicate a preference for more, or less, frequent meetings for a period of time. Meetings are open to the public and the media is notified.

#### **ARTICLE VII Meeting Quorum**

Nine (9) or more members or alternates must be present in order for NWACT to conduct a vote. The vote outcome will be determined by a simple majority of those present. Quorum may include teleconferencing of members, if available. The Commission may consider purely informational items with less than a quorum present.

**ARTICLE VIII**  
**Officers**

A Chair, Vice-Chair, and Second Vice-Chair shall be selected by the membership. The Chair shall preside at all meetings attended. The Vice-Chair shall assume the duties of the Chair in the Chair's absence. The Second Vice-Chair shall assume the duties of the Chair in the Chair and Vice-Chair's absence. The Chair, Vice-Chair and Second Vice-Chair shall be selected by the NWACT membership annually.

**ARTICLE IX**  
**Staff Support**

Staff support is provided by either ODOT or an organization with which ODOT contracts administrative services, supplemented by ODOT technical staff as determined by ODOT.

**ARTICLE X**  
**NWACT Sub-Committees**

NWACT may form sub-committees as needed to assist the Commission in considering policy matters and to prepare alternatives and recommendations.

**ARTICLE XI**  
**Public Involvement**

NWACT conducts outreach activities to educate, inform and involve their constituencies on transportation issues within the region's boundaries as well as regional and statewide issues.

**ARTICLE XII**  
**Bylaws**

NWACT further defines its manner of conducting business through its Bylaws.

**ARTICLE XIII**  
**Charter Amendments**

Recommendations to repeal, amend, add to or replace NWACT's charter requires approval by no less than a seventy-five (75) percent vote of all voting members either in person or by proxy. Such changes shall be presented at one NWACT meeting, acted upon at the subsequent meeting, and then forwarded to the Oregon Transportation Commission for final approval.

October 17, 1999 Preliminary Charter Adopted  
November 4, 2004 Amended Charter Adopted