

# CHARTER

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

Adopted: November 4, 2004

Amended: July 12, 2012

Amended: July 13, 2017

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

The Oregon Transportation Commission (OTC) 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 provided for the Partnership to address transportation issues. The Northwest Oregon Area Commission on Transportation (NWACT) was chartered in November 2004 to address Columbia, Clatsop, Tillamook, and western Washington counties transportation issues.

### **ARTICLE I Mission**

NWACT's mission is to provide a forum for the discussion and coordination of current and future transportation issues and to make recommendations to the OTC. NWACT plays a key advisory role in the development of the Statewide Transportation Improvement Program (STIP). NWACT also recommends priorities for state transportation infrastructure and capital investments based on state and local transportation plans within NWACT geographic boundaries.

### **ARTICLE II Roles and Responsibilities**

NWACT has a primary role of making recommendations to the OTC regarding selection of projects of local or regional significance. NWACT may also be requested to provide input to the OTC on projects of statewide importance and on statewide policy issues.

#### **A. Primary Roles of NWACT**

- Provide a local public forum for information, discussion and coordination of transportation issues, projects and funding procedures affecting the region;
- Establish a public process that is consistent with state and federal laws, regulations and policies.
- Provide recommendations to the OTC regarding program funding allocations for the STIP, balancing local, Regional and statewide perspectives.
- Prioritize Area Modernization project recommendations for the Development STIP and Construction STIP based on state and local transportation plans related to NW Oregon.
- Make recommendations to ODOT regarding special funding opportunities and programs.
- Communicate and coordinate NW Oregon's priorities with other organizations, including the following:
  - Other ODOT Regions and ACTs
  - Metropolitan Planning Organizations (MPOs)
  - Regional Solutions Teams (RST)
  - Regional Partnerships and Regional Investment Boards
  - ODOT advisory committees
- As applicable, consider all modes and aspects of the Transportation System in formulating recommendations, taking into account the provision of elements and connections between air, marine, rail (freight and passenger), highway (trucks, buses, cars), trucking, transit, bicycle and pedestrian facilities.
- Provide documentation to the OTC of the public process and resulting recommendations forwarded by NWACT including alternatives for solutions and outcomes of decisions.
- Provide a report to the OTC at least once every two years.

## **B. Other NWACT Activities**

- Advise on ODOT corridor plans and/or local Transportation System Plans (TSPs) that contain projects of significance to NW Oregon.
- Review projects and policies for other STIP funding programs such as Fix-It, Enhance, Federal Lands Access Program and ConnectOregon.
- Provide input into prioritization of long-range planning projects in NW Oregon’s ODOT Region planning work programs.
- Advise the Oregon Transportation Commission on policies and project priorities for NW Oregon’s transportation system.
- Provide input into other transportation-related policy or funding issues relevant to NW Oregon.
- Advocate Northwest Oregon transportation issues to neighboring regions and other organizations.

## **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.

NWACT is a voluntary association of government and non-government transportation stakeholders and has no legal regulatory, policy, or administrative authority. NWACT processes and resulting recommendations comply with relevant laws, regulations and policies. As an advisory body to the OTC with authority to make recommendations on policy or administration, NWACT meets the definition of a “Governing Body” and falls under the requirements of the Public Meetings Law (ORS 192.610 to 192.690). NWACT members comply with the requirements of Oregon Government Standards and Practices laws concerning conflict of interest.

## **ARTICLE IV NWACT Structure and Membership**

### **A. Geographic Coverage**

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 on 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 including the cities of Banks and Gaston. The Washington County area includes Highway 47 to the southern city limits of Gaston excluding the cities of Forest Grove and North Plains, and east on US 26 and including the Dersham Rd interchange.

### **B. Membership**

Membership of NWACT consists of 29 members:

- Four County Commissioners\* (One per county)
- Four City Officials\*\* (One per county)
- Four Community/Small City Officials\*\* (One per county)
- One ODOT Area Manager (ODOT 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, bicycle/pedestrian, public transportation systems, public interest advocacy groups, environmental/land use, local citizens, business, education, minority organizations, public safety providers, non-profit organizations, etc.
- One forestry representative
- One State Parks representative
- One Representative for each Federally recognized Tribe. (Note: While no Tribes are Federally recognized within the current NWACT boundaries, NWACT Membership will be conveyed immediately upon such recognition.)
  - \* 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 29 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)
- Tribes—Clatsop/Nehalem, Grand Ronde, Siletz
- Congressional Delegates
- Regional and County Economic Development Entities
- NW Oregon Regional Solutions Team
- State Legislators
- Oregon Transportation Commission

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

- Army Corp of Engineering
- Business Associations
- Business Oregon Development Department
- Chambers of Commerce
- Community Action Team (CAT)
- Community Service Organizations
- Construction Industry
- Department of Environmental Quality
- Department of Human Services (DHS)
- Department of Labor
- Department of Land Conservation and Development
- Disabled
- Division of State Lands

- Elderly
- Environmental Groups
- Financial Institutions
- Freight Advisory Groups
- Housing and Urban Development (HUD)
- Oregon Department of Aviation
- Oregon Department of Forestry (Emergency road system)
- Oregon Employment Department
- ODOT Rail
- Oregon Housing and Community Services
- Real Estate/Land Developers
- Schools
- Travel/Tourism/Hospitality (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 bi-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**

Fifteen (15) 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
July 12, 2012	Amended Charter Adopted
July 13, 2017	Amended Charter Adopted