

BYLAWS OF THE PORTLAND FREIGHT ADVISORY COMMITTEE

Mission

Support and enhance the economy of the City of Portland by advancing a balanced and well-managed multi-modal freight network.

Committee Values

It is the intent of the committee to be:

- Inclusive in deliberations;
- Respectful of various interests in public rights-of way;
- Make informed decisions based on technical and programmatic input;
- Reach consensus whenever possible.

ARTICLE I. PURPOSE

The purpose of the Portland Freight Advisory Committee is to advise the Mayor, City Council and all city departments on matters relating to the multi-modal freight network. The committee shall:

- Serve as a forum for discussion, an opportunity for joint action, and a source of knowledge and advice for City transportation decisions affecting freight mobility.
- Promote the cross-sharing of information between private and public sectors on multi-modal freight issues.
- Advocate the importance of freight mobility to the economic well being of Portland and the region.
- Champion a sound multi-modal freight and goods delivery network.
- Participate with other freight advocacy groups at the state, regional and local level.
- Inform and advise City transportation decisions on policy, planning, and projects.

The roles and responsibilities of the committee shall include but are not limited to:

Section 1. Policy Development

- a. Advise in the development and update of the Freight Master Plan for the City of Portland.
- b. Review and make recommendations on City planning efforts that affect the multi-modal freight system network. These efforts shall include but are not limited to Comprehensive Plan updates, Transportation System Plan updates, Community Plans, area-wide Development Plans, and Corridor Plans
- c. Monitor policy development activities of other local jurisdictions, Portland of Port, Metro and the State as they affect the movement of freight and the multi-modal freight network in the City.

Section 2. Implementation

- a. Review plans and make recommendations on Capitol Improvement Projects developed by the City and/or outside agencies that impact the City's multi-modal freight network to ensure that adequate consideration is given to the needs of freight movement.
- b. Review and make recommendations regarding project-funding priorities for the multi-modal freight network in the City.

ARTICLE II MEMBERSHIP

Section 1. Composition of Committee

- a. The membership of the Committee shall consist of no more than 40 members with full standing.
- b. Membership in the Committee shall be open to any adult representative of an Multi-modal Freight Service Provider, Shipper, Trade Association, business directly related to multi-modal freight activities, and citizens experienced in multi-modal freight issues. Members should be interested in advocating and advising on behalf of multi-modal freight needs and issues. Members should be willing to attend monthly meetings and participate in the work of the committee.
- c. Associate membership shall be extended to representatives of governmental agencies including City of Portland, Portland Development Commission, Metro, Oregon Department of Transportation, Port of Portland, Multnomah County, and other public agencies with interest in freight movement within the City of Portland.
- d. In addition to the general membership requirements, the Committee should seek to enhance diversity of freight interests by ensuring its membership draws from all of the freight modal areas including trucking, rail, maritime, air, and pipeline. In addition, membership should represent a cross-section of industrial and employment areas in the City.

Section 2. Appointment

- a. Applications for membership shall be available through the Portland Office of Transportation.
- b. A membership subcommittee shall be formed to review an applicant's qualifications and make recommendations for membership to the full Committee. Application can be made through the Portland Office of Transportation.
- c. Upon recommendation by the Committee, the Commissioner in Charge of Transportation shall appoint members.

Section 3 Voting

- a. Members shall have one vote each to cast during attendance at any general or special meeting.
- b. The Committee Chair may elect to call for an electronic vote on an item. Members shall have one vote to cast.
- c. Associate members shall abstain from voting.

Section 4 Terms of Membership

- a. Members shall serve for a two-year term. Terms begin September 1st and terminate August 31st.
- b. Membership status will be reviewed annually by membership subcommittee. Associate members are not subject to term limits.
- c. If any member is absent without good cause from three consecutive meetings, the Chair may declare this position vacant.

ARTICLE III OFFICERS

Section 1. Committee Chairs

- a. There shall be a Chair and Vice Chair for the Committee.

Section 2. Terms of Chair Position

- a. Each Chair shall serve a two-year term. Terms begin January, ending December of the following year.
- b. Chairs and Vice Chairs may be re-elected by the Committee.

Section 3. Nominations

- b. A nominating subcommittee shall be formed biannually at the October meeting to select a Committee Chair and Vice Chair. The subcommittee shall report at the November meeting. Additional nominations from the floor shall be permitted at the November meeting. Elections shall be held at the December meeting.
- c. Chairs shall be elected by ballot.

ARTICLE IV MEETINGS

Section 1. Monthly Meetings

- a. Committee meetings are held on the first Thursday of the month, unless otherwise agreed upon. The Committee Chairs shall determine time and duration of the meeting.
- b. The committee may form standing and ad hoc subcommittees as needed.

Section 2. Conduct of Meetings

- a. A majority of members with full standing shall constitute a quorum for voting at the regular meeting.
- b. Portland Office of Transportation staff shall be responsible for meeting notes, and establishing and distributing the meeting agendas.

Section 3. Citizen Input

- a. Any general or sub-committee meeting is open to any person and to all that may wish to be heard regarding any agenda item. Only committee members are eligible to vote.

ARTICLE V AMENDMENTS TO BYLAWS

The committee may amend the bylaws at any regularly scheduled meeting by vote of members under the following conditions:

- The Committee shall agree to consider one or more amendments to the bylaws in a prior meeting;
- Meeting notes reflect the discussion;
- Written notice of the proposed amendment(s) is sent to members not later than a week before the regularly scheduled meeting.

Adoption of and amendments to the bylaws shall require a two-thirds (2/3) vote by the members present at the general meeting.