



Lane Area Commission on Transportation

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STEERING COMMITTEE APPOINTMENT AND TERMS PROTOCOLS Adopted December 12, 2012

- I. Composition and Appointment: Under the provisions of the LaneACT Bylaws, the Steering Committee shall consist of the Chair, Vice-Chair, ODOT Area 5 Manager, and up to five other primary voting members elected by the voting members of LaneACT.

Due to this composition, the LaneACT Officer membership on the Steering Committee may change following the seating of the new officers, which takes place in January of each year consistent with the adopted Bylaws.

The LaneACT values representation from a diverse group of different stakeholders on the Steering Committee, in order to ensure that a variety of interests are taken into account in conducting the duties of the Committee. In order to encourage active involvement, the LaneACT will periodically solicit participation from its members to volunteer to serve on the Steering Committee or attend its meetings.

- II. Duties: Under the provisions of the LaneACT Bylaws, duties of the Steering Committee include development of meeting agendas, development and monitoring of a Work Plan, and mentoring of new members. In addition, under the Bylaws the Steering Committee may call a special meeting with 10 days advance notice, when urgent business must be conducted. The Steering Committee may address other tasks as may be requested by the LaneACT membership.
- III. Meetings: The Steering Committee generally meets on a monthly basis to carry out its duties. All members of the LaneACT are encouraged to attend the Steering Committee meetings. LaneACT members in attendance are invited to actively participate with Steering Committee members in conducting their duties at the meetings. When conducting its duties, the Steering Committee and attendees at the meeting will operate by consensus.

Attendance can either be in person, by phone, or other remote access technology. The location and phone number to join the meeting via a conference line will be provided on the Steering Committee agendas, which will be distributed to all LaneACT members.