


SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS COMMITTEES POLICY	Policy # B-312	Effective Date <i>June 27, 2013</i>
	Signature 	Date of Last Review

1. Appointment of Committees and Sub-Committees

- a. The Sunset Empire Transportation District (SETD) Board of Commissioners (BOC) may appoint Committees and Sub-Committees to transact District business as delegated by the BOC.
- b. Committees may appoint Sub-Committees with the approval of the BOC.

2. Membership

- a. The Chair of the BOC shall appoint Members to serve on Committees. The Chair may choose to seek nominations for appointment or may directly appoint new members to a Committee.
- b. Membership may be made up of both Board Commissioners and non-Board members. There is no limit to the number of Members per Committee. However, no Committee or Sub-Committee may be made up of more than three (3) Board Commissioners so as not to constitute a quorum for BOC purposes per statutory requirements.
- c. The Exception to this rule is the Budget Committee. Per statutory requirements, the Budget Committee is required to consist of all seven Board Commissioners and an equal number of citizen members. (ORS 294.414)

3. Operations of Committees and Sub-Committees

- a. The order of business at the beginning of formation of each Committee or Sub-Committee and again at the beginning of each fiscal year shall be:
 - 1. Election of Chair
 - 2. Election of Vice-Chair
 - 3. Establishment of the minutes taker (typically staff)
 - 4. Establishment of the purpose and goals of the Committee
- b. Each Committee and Sub-Committee shall report on its activities to the BOC on a regular basis or as designated by the BOC.
- c. Committees and Sub-Committees can review material and provide recommendations for action by the District, but only the BOC can authorize an action.

- d. All BOC Committees and Sub-Committees are subject to applicable open meetings laws.

4. Standing Committees of the Board of Commissioners

The following Committees will last in perpetuity:

- a. Executive Evaluation and Compensation Committee
This committee convenes on an annual basis.
- b. Northwest Ride Center Advisory Board
This committee advises the Board on matters relating to the policies and operations of the NWRC. It is governed by its own by-laws.
- c. Seniors and Disabled Advisory Committee
This committee provides recommendations to the Board on matters regarding seniors and those with disabilities; as well as operates as the District's Special Transportation Fund grant committee and the FTA 5310 grant committee. It is governed by its own by-laws.
- d. Budget Committee
This committee convenes on an annual basis to review and approve the budget.

5. Ad-Hoc Committees

The Board of Commissioners may establish as many Ad-Hoc Committees and Sub-Committees as it deems necessary to fulfill the needs of the District.

6. Non-BOC Committees and Sub-Committees

- a. The Executive Director may establish Committees and Sub-Committees independently from the BOC. These are Non-BOC Committees and are developed and guided under the direction of the Executive Director, with the foreknowledge of the BOC.
- b. Non-BOC Committees and Sub-Committees may or may not contain members of the BOC or the public.
- c. Non-BOC Committees and Sub-Committees report directly to the Executive Director. The Executive Director has the responsibility of reporting the activities of Non-BOC Committees to the BOC.
- d. Non-BOC Committees and Sub-Committees are considered internal District meetings and are not subject to state or federal open meetings laws.
- e. Standing Non-BOC Committees:
 - a. Board Policy Committee

Provides recommendations to the Board regarding policies. It consists of members of the Board as well as the Executive Director and Executive Assistant.

b. Safety and Security Committee

Made up of only employees to regularly evaluate and recommend policies regarding the safety and security of the District and its employees.

c. Employee Committee

Made up of only employees and provides recommendations to the Executive Director on employee matters.