

# Oregon Traffic Control Devices Committee

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## Bylaws

September 2021

### Section 1 – Name

The name of this organization shall be the Oregon Traffic Control Devices Committee (OTCDC).

### Section 2 – Purpose

The purpose of the OTCDC is to:

- A. Act as an advisory board to the Oregon Department of Transportation (ODOT) regarding statewide traffic management policy.
- B. Enhance traffic safety through the promotion of uniform traffic engineering practices in the State of Oregon.
- C. Review and make appropriate recommendations to the State Traffic Engineer regarding all proposed administrative rules involving standards for traffic control devices for use in Oregon and to include public testimony when appropriate regarding these standards.
- D. Review and make appropriate recommendations to the State Traffic Engineer for changes to traffic control device standards, manuals and guidelines for the state highway system and for experimental projects related to traffic matters.
- E. Improve the quality and promote uniform design and application of traffic control devices throughout Oregon.
- F. Gather, disseminate and exchange information among state, national and local agencies having responsibilities relative to traffic control devices, including Federal Highway Administration and National Committee on Uniform Traffic Control Devices.
- G. Assist ODOT in the development, review and update of transportation plans and programs that may directly affect traffic management policies and the application of traffic control devices on state and local streets and highways.

### Section 3 – Membership

Membership of the Committee shall represent a diverse and comprehensive perspective on transportation issues. The Committee shall consist of:

- A. The State Traffic Engineer of the Department of Transportation;
- B. A State Region Traffic Manager appointed by the Department of Transportation;

- C. The Superintendent of the State Police or a representative designated by the superintendent;
- D. Three City Traffic Engineers appointed by the League of Oregon Cities;
- E. Three County Traffic Engineers appointed by the Association of Oregon Counties;
- F. A Transportation Engineer appointed by the Oregon Sections of the Institute of Transportation Engineers; and
- G. A transportation professional or graduate student who identifies as a member of an under-represented population, specifically around race/ethnicity, gender, youth, person living with a disability, or less experienced viewpoints appointed by Oregon Sections of the Institute of Transportation Engineers.

Based upon the need for geographical representation, the committee can consider a non-registered candidate if that person is someone who is involved with traffic engineering and/or operations on a full-time basis.

Each member will serve a three-year term. It is the intent of the Committee that city and county members shall represent both urban and rural areas and serve a staggered three-year term such that there will be a rotation of membership. The Committee membership shall be distributed as much as possible geographically throughout the State.

## Section 4 – Voting

Each member of the Traffic Control Device Committee as defined in the Oregon Administrative Rules (currently OAR 734-020-0005) is entitled to one vote.

All members are expected to attend all meetings; however, in the event that a member cannot attend a meeting, the member may appoint an alternate member upon advising the Committee chairperson in writing prior to the meeting.

## Section 5 – Officers

The officers of the Committee shall consist of a chairperson and a vice-chairperson. The chairperson and vice-chairperson of the Committee shall be elected to serve for the calendar year. It shall be the chairperson's duty to prepare the agenda and moderate the meetings. The vice-chairperson shall preside in the absence of the chairperson. If both are absent, a temporary chairperson shall be chosen at the meeting.

The State Traffic Engineer shall serve as Secretary to the Committee. The duties shall be to assist the chairperson in preparing the agenda, publish an agenda prior to each meeting, maintain Committee files, keep and publish minutes of the meetings, distribute pertinent action of national committees and other agencies to members, transmit actions of the Committee to members and other interested agencies, and to perform such other duties as may be assigned by the chairperson or vote of the Committee, subject to available resources.

## Section 6 – Non-Voting Membership

Other organizations, consultants and individuals concerned with traffic control devices are invited to attend meetings, particularly if agenda items are of special interest to them. Technical consultants may be invited to participate in the activities of the Committee as needed. Legal services shall be provided by ODOT.

## Section 7 – Meetings

The Committee shall meet every other month and at such additional times as may be designated by the chairperson or requested by six or more of the members. The meeting places shall be determined by the chairperson. Six members or their designated alternates shall constitute a quorum.

## Section 8 – Practices and Procedures

The following rules of procedure shall define the routine internal operation of the Committee:

- To carry out the purposes of this committee.
- To publish an annual summary of the Committee's activities.

## Section 9 – Amendments

These bylaws may be amended by six votes of the eleven- member committee either at a meeting or by letter ballot.

SOURCE: Bylaws of the Oregon Traffic Control Devices Committee (amended September 2021).

Refer to ORS 810.200, ORS 810.210, and OAR 734-020-0005