

# Summary of ACT Charters: Purpose/Mission & Roles/Responsibilities

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## Purpose/Mission

As described in the *Policy on Formation and Operation of Area Commissions on Transportation*, the ACT Charter should include a purpose or mission statement:

*“The mission of the ACTs is to provide a forum for the discussion and coordination of current and future transportation issues and to make recommendations to the OTC. An ACT plays a key advisory role in the development of the Statewide Transportation Improvement Program (STIP). The ACTs shall recommend priorities for state transportation infrastructure and capital investments based on state and local transportation plans related to the geographic boundary of the ACT.”*

Within other ACT Charters, this purpose or mission statement is generally included in a bulleted format, or listed as “Purpose.” Common language includes:

- Provide a local forum for information, discussion, and coordination of transportation issues, project, and funding procedures affecting the region.
- Recommend state transportation investment priorities based on local transportation systems plans and addressing identified needs in the region.
- Advocate for ACT area’s transportation issues to neighboring regions and organizations.
- Advise the OTC on area’s policies and project priorities.

Additional purpose or mission language in several ACT Charters includes:

- Review process for determining transportation infrastructure and capital investments.
- Educate others about area’s transportation issues.
- Make recommendations to ODOT regarding special funding opportunities.
- Provide documentation to the OTC of the public process and resulting recommendations forwarded by the ACT including alternatives for solutions and outcomes of decisions.
- Develop partnerships between other jurisdictions to meet common transportation system needs within the region.
- Advocate for needed changes in administrative rules.

## Roles/Responsibilities

As described in the *Policy on Formation and Operation of Area Commissions on Transportation*, the ACT Charter should include a roles and responsibilities section:

*“ACTs have a primary role of making recommendations to the OTC regarding project selection for projects of local or regional significance. ACTs may also be requested to provide input to the OTC on projects of statewide importance and on statewide policy issues.”*

## **A. Primary Role of the ACTs**

*At a minimum, ACTs shall perform the following:*

- *Provide a forum to advance the public's awareness and understanding among transportation stakeholders of transportation issues.*
- *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 the Area.*
- *Make recommendations to ODOT regarding special funding opportunities and programs.*
- *Communicate and coordinate Regional priorities with other organizations, including the following:*
  - *Other ODOT Regions and ACTs*
  - *Metropolitan Planning Organizations (MPOs)*
  - *Community Solutions Team (CST)*
  - *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, highway, trucking, transit, bicycle and pedestrian facilities. The Transportation System includes the following modes and aspects:*
  - *Air, marine, rail (freight and passenger)*
  - *Highway (trucks, buses, cars)*
  - *Transit*
  - *Bicycle/Pedestrian*
- *Provide documentation to the OTC of the public process and resulting recommendations forwarded by the ACT including alternatives for solutions and outcomes of decisions.*
- *Provide a report to the Oregon Transportation Commission at least once every two years.*

## **B. Optional Activities of the ACTs**

*In addition to the above, ACTs may choose to provide advice on activities such as:*

- *ODOT corridor plans or local transportation system plans (TSPs) that contain projects of Regional significance (for example, a new highway bypass).*
- *Review projects and policies for other STIP funding programs and categories that have advisory committees or processes in place and advise ODOT on any special circumstances or opportunities that apply. These programs include Preservation, Safety, Bridge, Operations, Public Transportation, Freight, Rail, Bicycle/Pedestrian, Transportation Enhancement, Scenic Byways, Federal Lands Highways, and Fish Culverts.*
- *Advise the OTC on state and Regional policies affecting the Area's Transportation System, including proposed ODOT policies & their implementation.*

- *Input into prioritization of long-range planning projects (especially refinement plans) in the ODOT Region planning work programs.*
- *Establishment and monitoring of benchmarks for Regional transportation improvements.*
- *Other transportation related policy or funding issues relevant to a particular ACT that would benefit from the coordinated committee discussion afforded by the ACT structure.”*

ACT Charters vary in how they list roles and responsibilities. Charters can include a separate roles/responsibilities segment, list roles as a work plan, or refer to a separate work plan. While four Charters specifically list a roles and responsibilities section, other charters outline their work plan.

When work plans are listed within the Charter, this list generally includes anticipated work tasks associated with ACT duties, in addition to language provided by the Policy documents roles/responsibilities section as described above. Additional work plan language follows:

- Define expectations of members.
- Organize committees and develop process for its use.
- Prepare and adopt rules of conduct.
- Survey existing plans and projects and determine how to coordinate activities with them.
- Develop guidelines to determine when a transportation condition becomes a problem that needs solved.
- Develop regional criteria for selecting transportation projects to solve prioritized problems.
- Inform and educate members of the state legislature and local elected officials on transportation issues generally and specific to the area.
- Develop transportation implementation strategy.
- Gain understanding of region’s transportation system and interrelationships.
- Gain understanding of ODOT organization, process, and timing.
- Gain understanding of city, county, and tribal processes and funding.
- Understanding legislative processes.

## Sources

- *Policy on Formation and Operation of ACTs,* <http://www.oregon.gov/ODOT/COMM/docs/acts/ACTPolicy0603.pdf>
- Northwest Oregon ACT Bylaws, <http://www.oregon.gov/ODOT/COMM/docs/acts/ACTPolicy0603.pdf>
- Mid-Willamette Valley ACT Charter, <http://www.oregon.gov/ODOT/COMM/docs/MWACTcharteramendfinal07.pdf>
- Cascades West ACT Bylaws, <http://www.oregon.gov/ODOT/COMM/docs/CWACTBylaws.pdf>
- South West ACT Bylaws, <http://www.oregon.gov/ODOT/COMM/docs/SWACTBylaws.pdf>
- Rogue Valley ACT Bylaws, <http://www.oregon.gov/ODOT/COMM/docs/RVACTbylaws.pdf>
- Lower John Day ACT Charter, <http://www.oregon.gov/ODOT/COMM/docs/LJDACTCharter.pdf>
- Central Oregon ACT Operating Guidelines, <http://www.oregon.gov/ODOT/COMM/docs/COACTOperatingGuidelines.pdf>
- South Central Oregon ACT Charter, <http://www.oregon.gov/ODOT/COMM/docs/SCOACTCharter.pdf>
- North East ACT Operating Bylaws, [http://www.oregon.gov/ODOT/COMM/docs/Neact\\_bylaws\\_Updated.pdf](http://www.oregon.gov/ODOT/COMM/docs/Neact_bylaws_Updated.pdf)
- Southeast ACT Charter, <http://www.oregon.gov/ODOT/COMM/docs/SEACTCharter.pdf>