

---

# PUBLIC TRANSPORTATION ADVISORY COUNCIL (PTAC)

## CHARTER AND OPERATIONAL GUIDELINES

---

### DESIGNATION/AUTHORITY

---

The authority for the Public Transportation Advisory Council (PTAC) is established and outlined in Idaho Code 40-514 and ITD Board Policy 4039.

Idaho Code 40-514 created the Public Transportation Advisory Council (PTAC) to advise the Idaho Transportation Department (ITD) on issues and policies regarding public transportation in Idaho.

### PURPOSE

---

As outlined in Idaho Code, the Public Transportation Advisory Council (PTAC) to advise the Idaho Transportation Department (ITD) on issues and policies regarding public transportation in Idaho.

The council shall participate in planning activities, identify transportation needs, and promote coordinated transportation systems. Before setting programs and priorities, the council shall seek pertinent information, facts and data from local governments, agencies and providers regarding rural public transportation issues.

PTAC shall work to ensure the public transportation program is safe, financially sustainable within the current funding constraints, and is capable of appropriately adjusting to the changing transportation landscape. PTAC activities should include promoting coordinated transportation system, engaging in planning activities, and identifying transportation needs.

### COMPOSITION AND REPRESENTATION

---

The advisory council shall be composed of six members appointed by the Idaho Transportation Board. Appointed members shall be representatives of local governments and agencies, private organizations, citizen groups and private providers that have an interest in public transportation, and people with disabilities and the elderly who utilize public transportation. The board shall appoint said members from recommendations submitted by said organizations, groups, providers, users and state agencies in each district. One member shall be appointed from each of the six transportation department director districts as provided in section 40-303, Idaho Code. The term of each member shall be three years and the initial appointments to the council shall be such that two members shall be appointed each year thereafter. The members shall be reimbursed for attending the meetings according to the provisions of Section 59-509(g), Idaho Code. The PTAC members shall be reimbursed by ITD-PT for travel expenses according to the limits specified in Section 67-2008, Idaho Code.

PTAC member terms go from July 1 through June 30. Below is the schedule of expirations along with counties served.

- ITD District 1: June 30, 2021
  - Counties: Bonner, Boundary, Shoshone, Kootenai, and Benewah
  
- ITD District 2: June 30, 2022
  - Counties: Latah, Clearwater, Nez Perce, Lewis, and Idaho
  
- ITD District 3: June 30, 2023
  - Counties: Valley, Adams, Washington, Payette, Ada, Boise, Canyon, Gem, Elmore, and Owyhee

- ITD District 4: June 30, 2021
  - Counties: Blaine, Camas, Lincoln, Twin Falls, Jerome, Gooding, Cassia, and Minidoka
- ITD District 5: June 30, 2023
  - Bingham, Caribou, Bear Lake, Franklin, Power, Bannock, and Oneida
- ITD District 6: June 30, 2022
  - Counties: Lemhi, Custer, Clark, Butte, Jefferson, Madison, Teton, Bonneville, and Fremont

At the conclusion of each PTAC member term, a full application process is required. While there is no provision for an automatic renewal of PTAC membership, it is allowable for members to receive consecutive appointments as a result of the application process.

Applications to serve on PTAC are coordinated by the ITD-PT Office. A call for applications must remain open for at least 30 calendar days, and applications received must be posted for public comment for at least 30 calendar days. Applications will then be reviewed by the seated members of the PTAC and a final appointment will be made by the Idaho Transportation Board.

## COMMITTEE ROLE AND RESPONSIBILITY

---

The PTAC shall:

- Meet at least three times per year; and
- Discuss agenda items relevant to our purpose and scope; and
- Provide meeting notices and agendas in accordance with the Idaho Open Meeting Laws; and
- Annually elect a chair from among its representatives.

## CHAIR & VICE CHAIR

---

Candidates for the position of Chair and Vice Chair shall be nominated by members of PTAC. They shall be elected by nomination and a simple majority of those voting in person. The terms shall be for a one year period (July – June), and are eligible to serve consecutive terms.

The Chair’s responsibilities include:

- Serving as the group’s spokesperson,
- Partnering with the ITD-PT Office to assist in program recommendations
- Participating in agenda development activities on behalf of the group, and
- Other functions as appropriate.

The Vice Chair will fill in for the Chair at those times the Chair is not available.

## COMMITTEE REPRESENTATIVES ROLES AND RESPONSIBILITIES

---

It is the role of the PTAC members to represent their constituent base, and to participate in the functions of the PTAC in a manner that represents the program’s statewide interest. PTAC members are expected to participate in the meetings.

PTAC members are responsible for participating in scheduled meetings, serving on ad hoc committees as assigned, and committing to the terms they are designated to fill. Each committee member will make a good faith effort to attend each full advisory committee session. Attendance in person is preferred, but if that is not possible, attendance may be by teleconference or videoconference.

All members of PTAC shall be voting members. Fifty one percent of the regular members will constitute a quorum for purposes of conducting PTAC business. PTAC decisions will be made by utilizing consensus-building processes to reach

as much agreement as possible, with a voting option to conclude a process where consensus can't be clearly established in the time available. PTAC can call for a simple majority of those voting.

In the event a representative reaches three absences, the Chair will approach the PTAC member and discuss with them their continued commitment and proposed action per the absences. Members will be expected to vacate their seat on PTAC after having missed three consecutive meetings and are nonresponsive to the Chair's attempts to contact them after having missed two consecutive meetings.

Members of the advisory council shall be reimbursed according to the provisions of section 59-509(g), Idaho Code.

---

## SUBCOMMITTEES

---

Subcommittees will be formed on an ad hoc basis as needed by PTAC and populated by members of PTAC. Subcommittee members will elect a Chair. All activities conducted by the subcommittees will be presented to the full PTAC for action and decision-making.

---

## MEETINGS

---

PTAC shall meet three times per year. The PTAC meetings shall have a:

- Spring Meeting
- Summer Meeting
- Fall Meeting

Meetings shall be open and shall be noticed consistent with ITD Open Meeting Requirements.

The PTAC Chair or delegate will issue a call for agenda items approximately four weeks prior to a meeting. Subsequent to that, ITD-PT will work with the Chair to develop the agenda, which will be issued to the representatives with supporting background materials approximately two weeks prior to the meeting. PTAC will discuss all agenda items submitted to it by any member of the group.

Additionally, a PTAC member will present an annual update to the Idaho Transportation Board at the December meeting. Per Board Policy 4039 PTAC shall highlight district PTAC activities, system improvements and issues, and goals/objectives for the next 12 months.

---

## CONFLICT OF INTEREST

---

PTAC members lead and participate in meetings and processes related to public transportation. This function requires that members to fully disclose any real or potential conflict of interest that may influence or appear to influence their objectivity, judgment, or decisions. Based on the specific detail of any possible conflict of interest, members may be asked to recuse themselves from elements of the evaluation and recommendation process. If at any point a member determines that a conflict of interest may exist, it is their responsibility to notify the presiding PTAC Chair to determine the most appropriate action.

Examples of a conflict of interest, or the appearance of a conflict of interest, exist when a council member:

- Is directly or indirectly associated with the project applicant.
- Is employed, working as an intern, or considered for employment by the project applicant.
- Is a student or volunteer with the project applicant.
- Is providing, or intends to provide, direct or in-kind financial assistance related to the applicant or project application.
- Is elected to, appointed to, or employed by an organization that is providing, or intends to provide, direct or in-kind financial assistance to an applicant or the project application.
- Is a member of a committee or board, voting or otherwise, of the project applicant.

- Participated in the preparation of a submitted project application.
- Maintains an ownership position of any type, including securities or other evidences of debt, with the project applicant.
- Has a personal relationship with someone who has an interest in the project application.

The above examples and are not intended as a complete list. If a member has any questions concerning possible conflicts of interest, contact the ITD-PT Manager.

## STAFF SUPPORT

---

ITD-PT personnel shall staff the work of the PTAC including: providing program updates; generating and distributing, in cooperation with the Chair, agendas and minutes; communicating schedules; and providing feedback on the status of activities. Additionally, ITD-PT staff will assist in travel arrangements, payroll, and completing expense forms for reimbursement in accordance with section 59-509(g), Idaho Code.

## COMMUNICATIONS

---

PTAC members will utilize these communication channels: e-mail for regular communication; webinars for training and other special communications, such as status reports and information sharing.

## REVISIONS

---

These procedures are subject to review by the PTAC on an annual basis, or by the call of a simple majority of the representatives at any time.