

Bend Metropolitan Planning Organization Policy Board Amended Bylaws Effective December 19, 2025

Article I Name

The governing body of the Bend Metropolitan Planning Organization (“BMPO”), established pursuant to the Governor’s Metropolitan Planning Organization designation letter, dated December 11, 2002, shall be referred to herein as the “BMPO Policy Board” and the “Policy Board.”

Article II Purpose

The purpose of the BMPO Policy Board is as follows:

- a. To carry out planning, coordination, and integration of activities necessary to maintain a comprehensive, cooperative, and continuing multi-agency transportation planning program; and further, as specified by the BMPO Policy Board, carry out other related specific tasks including implementation thereof.
- b. Establish a setting in which to undertake effective decision-making processes regarding transportation in the BMPO area; evaluate transportation alternatives that address the needs of the BMPO area; develop and maintain a long-range transportation plan for the BMPO area which covers a 20-year planning horizon; and develop a Metropolitan Transportation Improvement Program to establish how transportation funding will be used for regional transportation purposes to address the modernization, operation, and maintenance of transportation facilities and services needs within the BMPO area.
- c. Promote public participation in the decision-making process. The BMPO shall exercise leadership and initiative in planning and assisting development of efficient, integrated transportation system facilities and services in the BMPO area.
- d. The BMPO area includes the urban area as defined by the U.S. Census Bureau plus all area within the City of Bend Urban Growth Boundary (“UGB”) and other additional areas that may be annexed to accommodate expected growth and anticipated development for the next 20 years. As of the date of this document’s adoption, the areas included outside of the UGB can be described as the Deschutes River Woods area to the south, the Woodside Ranch area to the southeast, and other surrounding areas indicated in the BMPO Boundary Map

(Attachment A). The map will be updated after each decennial Census and as the UGB or other local boundaries are adjusted. Based upon Census data, the BMPO area qualifies as a U.S. Census designated Urban Area.

Article III
Membership, Terms of Office, Officers, Voting

a. The BMPO Policy Board shall consist of representatives appointed by the governing body of each party to Intergovernmental Agreement (“IGA”) No. 20395 dated 12/2/2009 (as amended) between the City of Bend, Deschutes County, and the Oregon Department of Transportation (“ODOT”).

b. The Policy Board shall consist of the following members:

	Members	Votes
City of Bend	2	2
Deschutes County	1	1
ODOT	1	1
Total	4	4

c. Approval by a simple majority of the voting members will constitute passage of any action; except for amendment of the Bylaws, which is governed by the process in Article IX.

d. The City of Bend representatives shall be members of the City Council.

e. The Deschutes County representative shall be a member of the Board of County Commissioners.

f. The ODOT representative shall be the ODOT Region 4 Manager or designee.

g. The BMPO Policy Board may appoint nonvoting members that represent alternate travel modes, the business community, freight community, or other interests deemed appropriate. Nonvoting members can participate in all discussions and deliberations of the Policy Board. Nonvoting members shall have no vote and shall not make or second motions.

h. Member entities may appoint alternates to serve in the absence of the appointed Policy Board members. Alternate members will have the voting privileges of members when serving in the absence of the appointed Policy Board member. City of Bend and Deschutes County alternates will be appointed by their governing bodies or appointed member and may be an elected official or a staff person. ODOT alternates will be appointed by the ODOT Region 4 Manager.

- i. A vacancy on the BMPO Policy Board shall be filled by the party that appointed the member who created the vacancy.
- j. Terms for all members and alternates listed above commence annually on either 1) January 1, or 2) the date upon which the member is appointed by the party they represent.
- k. Each voting member of the Policy Board shall hold office until the party they represent appoints a successor or until their term in office as an elected official ends, whichever occurs first.
- l. Officers.
 - 1. The Policy Board shall elect the following officers at its second meeting of the calendar year to serve for that year: Chair and Vice Chair.
 - 2. Chair and Vice Chair shall be elected officials who are members of the BMPO Policy Board.
 - 3. The Chair shall preside at all meetings, public forums, and public hearings of the Policy Board.
 - 4. Except as otherwise provided herein, the Chair shall sign on behalf of the BMPO, contracts and other legal instruments.
 - 5. In the absence of the Chair, or upon their inability to act or serve, the Vice Chair shall have the powers of the Chair.
 - 6. The Chair and Vice Chair will serve without compensation and shall serve for a period of one year, renewable.
 - 7. In the absence of the Chair and Vice Chair, an acting Chair shall be selected by the Policy Board members present for the meeting.
 - 8. The BMPO Manager ("Manager") shall take direction from the Policy Board and will have the responsibilities set forth in these Bylaws, as well as other responsibilities delegated by the Policy Board. The Manager will oversee the day-to-day operations of the BMPO. The Policy Board may authorize the Manager to sign on behalf of the Chair, certain contracts and agreements as specified by resolution.
 - 9. The Policy Board shall have the opportunity to provide input on the Manager's annual evaluation. The input may be provided in Executive Session.
- m. The Policy Board shall be responsible for the management, supervision, policy, and direction of all programs, functions, and activities established and operated by the BMPO.
- n. Any conflict of interest of a Policy Board member must be stated prior to discussion of that particular agenda item.

Article IV

Meetings, Conduct of Meetings, Quorum

- a. Regular meetings of the BMPO Policy Board will be held monthly at a time and place established by the Chair and a majority of members.
- b. Special or emergency meetings may be called by the Chair or a majority of the members. In the absence of a quorum at a regular monthly meeting or a special meeting, the Chair may call a special or emergency meeting, including member participation and vote by video or telephone, for deliberation and action on any matters requiring consideration prior to the next meeting. The minutes shall describe the circumstances justifying member participation by video or telephone and the actual emergency for any meeting called on less than 24-hours' notice.
- c. BMPO business may not be conducted without a quorum of the voting members. A quorum consists of three of the four voting members. If a quorum is not present, staff may share informational items with those present.
- d. All meetings shall be conducted in accordance with Oregon's Public Meetings Law.
- e. Any of the committees described below may establish other rules of procedure as deemed necessary for the conduct of business.
- f. The Manager shall account for the financial matters of the BMPO and handle other necessary administrative functions, unless otherwise designated by the BMPO Policy Board. The Manager shall provide semi-annual financial updates to the Policy Board and provide an annual financial report for the previous fiscal year. The financial update shall include a list of expenditures and the balance of all depository accounts.
- g. **Joint Meetings.** Joint meetings may be held with other agencies, committees, or commissions on items of mutual interest.
- h. **Meeting Agendas.** Meeting agendas shall be prepared by the Manager in consultation with the Chair. Items for the agenda, accompanying information, and written communications intended for consideration as part of an agenda item should be received by the Manager no later than six (6) business days prior to the scheduled meeting. Written communications received after this deadline will be reported and provided to the Policy Board at the meeting. Agendas and accompanying information packets will be provided to Policy Board members and posted on the BMPO website no later than five (5) calendar days in advance of regularly scheduled meetings.

- i. **Minutes.** Minutes will be prepared for each Policy Board meeting. Minutes will be submitted to the Policy Board for approval.
- j. **Reports.** The Policy Board may ask for reports and recommendations from staff and the BMPO Technical Advisory Committee ("TAC") on any matters before it.
- k. **Public participation.** Opportunity for public comment will be provided during all regular or special meetings, and such opportunity will be marked on each meeting agenda as "Public Comment". At the discretion of the Chair, members of the public may be allowed to speak at other times during meetings.

Article V Public Hearings

The Policy Board shall schedule and hold public hearings on all items required by law (e.g., annual budget) and may hold public hearings on any other matters.

- a. **Public Notice.** Public notice shall be provided as required by applicable laws. Reasonable efforts will be made, by way of posting notices, notifying news media, and other means, to notify affected local units of government and the general public of hearings.
- b. **Conduct and Record of Hearing.** At the beginning of the hearing, the Chair shall briefly identify the subject(s) under consideration and instruct the public on how the hearing will proceed. Staff may give a presentation on the subject, if deemed appropriate. Policy Board members may then ask questions or pose questions during the presentation. Public comments will then be allowed. A record of the names of those appearing will be made. Members of the Policy Board may question a speaker on their statements. These rules may be suspended or modified, or a speaker allowed more time, with approval by a majority vote of the Policy Board.

Article VI Technical Advisory Committee

- a. The BMPO identified the need to create a standing committee to be known as the BMPO Technical Advisory Committee ("TAC"). The TAC was formed in October 2004. Membership of the TAC includes governmental entities within the BMPO area that are impacted by the decisions and that have significant contributions to the BMPO. The TAC is composed of technical and/or staff representatives employed by each of the participating governmental entities. In addition, there may be one or more ex officio nonvoting representative from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and other agencies. Each ex officio nonvoting member must be approved by the agency they represent.

- b. The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the Unified Planning Work Program (“UPWP”) and any related issues as specified by the BMPO Policy Board and to so advise the BMPO Policy Board on appropriate actions to be taken. The TAC works closely with BMPO staff, providing guidance and direction for development of the UPWP and work activities defined therein.
- c. TAC Membership shall be as listed in the TAC Bylaws.
- d. Organization and management of the TAC shall be according to its Bylaws. The process for amending the TAC Bylaws is described in Article VI of the TAC Bylaws.
- e. The BMPO Policy Board will take into consideration the alternatives and recommendations of the TAC in the conduct of its business.
- f. The meetings of the TAC shall be open to the public and shall comply with Oregon’s Public Meetings Law.
- g. Members of the TAC may participate in Policy Board discussions as ex officio members at the discretion of the Chair.
- h. The Chair may ask the TAC to provide updates on specific topics to the Policy Board.

Article VII

Budget Committee

- a. The BMPO is required to form a Budget Committee. Membership of the Budget Committee shall include the voting members of the Policy Board plus an equal number of appointed community members.
- b. Appointed community members.
 - 1. The BMPO Policy Board shall seek community members through an application process.
 - 2. A subcommittee of the Policy Board shall review the applications and make a recommendation to the full Policy Board for consideration and approval. Subcommittee meetings shall comply with the Oregon’s Public Meetings Laws.
 - 3. Community members shall serve staggered 3-year terms ending on June 30 to align with the business years of the BMPO.
 - 4. Community members may be reappointed for a second consecutive term. Policy Board consideration of reappointment of a community member to a

second consecutive term does not require completion of the application process.

5. Community members interested in serving more than 2 consecutive terms must participate in the standard application process in order to be considered.
 6. Community members should reside within the BMPO boundary. The Policy Board may, at its discretion, appoint members that reside outside the BMPO boundary if they are from areas that could become part of the BMPO or be directly impacted by projects planned by the BMPO.
- c. The Budget Committee shall meet at least once each year to review the proposed budget and make a recommendation to the Policy Board regarding adoption of the budget, with or without modifications.
 - d. The meetings of the Budget Committee shall be open to the public and shall comply with Oregon's Public Meetings Law.
 - e. The Budget Committee shall comply with all applicable Oregon state statutes regarding public financial administration (including ORS 290.900 through 290.930).

Article VIII

Formation of Special Committees

- a. The BMPO Policy Board, as deemed necessary, may create special committees. A special committee may be either an ad hoc committee for a specific work task or a standing committee for one or more work tasks. Subcommittee members can include BMPO Policy Board members, BMPO Policy Board alternates, and/or outside experts. Any such special committee will be responsible to the BMPO Policy Board. Special committee meetings shall be open to the public and shall comply with Oregon's Public Meetings Law.
- b. At the direction of the Manager and the Chair, subcommittees may be formed to investigate specific tasks or issues relevant to the BMPO.
- c. The BMPO Policy Board shall define the duties and authorize the power of all special committees. Special committees shall comply with Oregon's Public Meetings Law.
- d. The BMPO Policy Board shall determine membership on a special committee appointed by the BMPO Policy Board.

Article IX
Amendments

- a. These Bylaws may be amended or repealed only upon 30-day notice to all parties of the IGA and;
- b. Prior to any amendment or repeal of these Bylaws, the Policy Board shall give a 30-day written notice to all parties to the IGA with a copy of the draft amendments.
- c. If any party to the IGA objects in writing to the proposed amendments within the 30-day notice period, the amendments will not become effective. Rather, the Policy Board will consider the objections and propose revised Bylaw amendments utilizing the procedure outlined above in Paragraph a.
- d. If no party to the IGA objects to the proposed Bylaw amendments pursuant to Paragraph b above, the Policy Board may adopt the amended Bylaws by a majority vote of members. A majority is defined as 3 of the 4 voting members. A copy of the amended Bylaws will be provided to the parties to the IGA and will be attached to the IGA for reference.

These Bylaws have been reviewed and approved by the BMPO Policy Board members on December 19, 2025.

Signed by:		
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BMPO Policy Board Chair		Date
Signed by:		
		12/29/2025
45F69A4ECD214BD		
BMPO Manager		Date