

Northwest Portland Transportation Management Association

Organizational Framework

1 Mission

The Northwest Portland Transportation Management Association's (TMA) mission is to support a full range of transportation options to increase the neighborhood livability and economic vitality of the Northwest district.

2 Objectives

- A. Reduce auto trips by employees, visitors, and residents to, from, and within the neighborhood.
- B. Support, through transportation projects, the economic vitality of the district and the efforts to maintain a friendly atmosphere for visitors.
- C. Promote safety through traffic calming and improvements to the pedestrian environment.
- D. Consistent with Policy 4 of the NW District Plan, create a limited supply of additional off-street structured parking to support Northwest's vibrant main streets.
- E. Increase awareness of—and promote—transit, bicycling and walking options for Northwest residents, employees, and visitors.
- F. Support improved public health through promoting such active transportation options
- G. Determine and effectively manage opportunities for shared off-street parking.
- H. Advise the City on the use of the community's share of on-street parking revenues for transportation-related projects.
- I. Develop baseline travel and parking data, define measures of success, monitor travel behavior and provide ongoing stewardship of the district's parking and transportation systems.
- J. Advise the Bureau of Transportation on matters related to paid parking, the permit program and event-day management.

The mission and objectives of the TMA are intended to complement City and neighborhood land use and transportation policies and to provide guidance for the development of more detailed projects, programs and activities.

3 TMA Board

3.1 Charter

The TMA shall be chartered by the City Council with authorities and responsibilities consistent with its mission and objectives. The City Council may amend these specific responsibilities on its own motion or upon the recommendation of the TMA.

3.2 Board Membership

The TMA Board will have the following structure:

Affiliation	Board Places
NWDA Representation Homeowner or Tenant	2
NHBA Representation Retail, Restaurant, Theater or Commercial Property	2
At-Large Representation Large Employer, Apartment Management, Religious Institutions, Social Service Agency, Pedestrian Advocate, ² Bicycle Advocate, ¹ Accessibility Advocate, ³ Professional Office, Venture Portland, PTA Representative Hillside Neighborhood	11
Non-Voting Representation PBOT Portland Streetcar TriMet Portland Public Schools	4
Total	20 15 Regular 4 Non-Voting

Footnotes:

1. Nominated by Bicycle Transportation Alliance
2. Nominated by OregonWalks (formerly Willamette Pedestrian Coalition)
3. Nominated by TriMet Committee on Accessibility

All Board members will be appointed by the Commissioner-in-charge of the Bureau of Transportation. Board members will be asked to serve 3-year terms, and they may be re-appointed. Initial appointees will serve staggered terms of 1, 2 or 3-year duration to provide continuity.

3.3 Removal

The Commissioner in charge of the Bureau of Transportation may remove a Board member from office based on his/her discretion or at the request of the organization that nominated the member.

3.4 Powers

The TMA shall be empowered to advise the City on all matters related to the management of transportation and parking within the District. The TMA shall collaborate with the Northwest District Association and the Nob Hill Business Association and, through the TMA's membership, facilitate communication to determine appropriate priorities for action.

Pay station revenue may assist in funding the TMA's projects, programs and activities consistent with City policy and the organization's mission and objectives. The Commissioner in charge of PBOT must approve the use of pay station revenue after first notifying members of Council.

3.5 Responsibilities

The TMA shall be responsible for the following actions:

- Advise the City regarding priorities for funding projects and programs.
- Monitor the TMA's budget, revenues, and expenditures and report accomplishments to the City on an annual basis.
- Implement Travel Demand and Parking Management Programs.
- Monitor and report on transportation and parking management in the District.
- Facilitate where possible the shared use of off-street parking.
- Report to the PBOT Director and Commissioner evaluating each phase of the parking plan's implementation and advising on the next phase.

3.6 Organization and Decision-Making

3.6.1 Organization

Officers shall include a Chair, Vice-Chair, Secretary/Treasurer, as well as the Committee Chairpersons. The Board shall have the authority, by Board action, to establish Committees and delegate responsibilities. The Board shall set a regular schedule of meeting dates each year. All meetings of the Board shall be conducted in a manner that fulfills the public meeting requirements of the City of Portland and the State of Oregon.

Committees shall serve to assist in fulfilling key objectives of the TMA. The Committee structure should, as a minimum, include the following areas:

- Executive Committee
- Travel Demand Committee
- Parking Management Committee

3.6.2 Decision Making

The decision-making process for the TMA will primarily be consensus driven. Through a process of discussion and compromise, consensus decision-making will enable the group to reach a final decision that everyone can support. A quorum of eight regular Board members (excluding non-voting members) must be present for a Board action. If the group finds it impossible to find a fair solution that has the consent of all parties, the group may decide to state all positions for the record and then call for a vote. Following Robert's Rules of Order, a member of the group proposes a certain solution or action. The motion requires a second and must be stated by the chair before discussion can start. After discussion, there is a call for a vote. The motion passes by a majority vote.

4 Funding

4.1 Revenue Allocation

The allocation of pay station parking revenue shall conform to the *City of Portland Parking Meter Policy*, adopted January 1996, and the *NW District Parking Management Plan*, adopted December 2012. The TMA will receive 51% of net revenue derived from metered parking within the District for the purpose of staff, programs and projects that implement the organization's mission and objectives.

5 Evolution to Non-Profit Status

After a five-year establishment period, the TMA may request of Council to re-charter and operate under non-profit status. At such time the TMA will adopt a set of Bylaws to govern this new organization.