

**University of Oregon  
Parking Citation Appeals Board**

**BYLAWS**

**Article I. NAME**

This Board shall be known as the University of Oregon's *Parking Citation Appeals Board* (PCAB), hereinafter referred to as the Board.

**Article II. RESPONSIBILITIES AND OBJECTIVES**

The Board has the following authorities and responsibilities:

Section 1. Review and adjudicate all parking citation Type II appeals that are submitted for consideration

Section 2. Provide annual review and discussion of citation appeal statistics, as provided by Transportation Services staff

Section 3. Provide annual recommendations to the Director of Transportation Services for changes to existing parking regulations and/or appeals process

**Article III. DECISION MAKING**

Section 1. The Board is designated to make decisions related to Type II appeals. The Board's decision is final, and should be completed at the next scheduled Board meeting unless otherwise delayed by the Board. The Board's review and decision is based on the Type I appeal decision and materials, in addition to any supplemental materials submitted by the appellant when applying for the Type II appeal by required process deadlines.

Section 2. Appeal statement is reviewed by the Citation Appeals Board at next scheduled Board meeting after the Type II appeal was submitted, and is approved, denied, or partially approved based on published Citation Appeal Criteria. In considering petitions of University parking citations, the Board will have the authority to:

- 2.1 Approve the appeal and waive the citation amount
- 2.2 Deny the appeal by finding that the individual committed the parking violation, and uphold the citation amount due
- 2.3 Partially Approve for extenuating circumstances, such as a lesser violation than what was cited occurred. In this case, the citation amount may be reduced

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**Article IV. MEMBERSHIP**

Section 1. The Board shall consist of a minimum of five members, but not more than seven. Transportation Services shall make every effort to appoint diverse representation to the Board, including those representing perspectives of faculty, staff, and students, as well as diversity of demographic background.

Section 2. The Director of Transportation Services, or their designee (aside from staff issuing initial Type I appeal decision), shall serve in an advisory capacity as a nonvoting member of the committee.

Section 3. Each Board member's term shall be two years, with the option for reappoint(s). Board members are appointed by the Director of Transportation Services, with input sought from campus stakeholders.

Section 4. If a member is absent without excuse from three consecutive meetings, the position shall be declared vacant and new recruitment shall begin.

**Article V. OFFICERS**

Section 1. A Chair and Vice Chair shall be appointed to facilitate the meetings.

Section 2. The Chair and Vice Chair shall be nominated and elected annually by Board members. The term of office shall be one year. No member shall be eligible for more than two consecutive terms as Chair or Vice Chair. In case of a vacancy occurring in the office of Chair, the Board shall nominate and appoint a new replacement Chair.

Section 3. The Director of Transportation Services or their designee shall serve as Secretary of the Committee.

**Article VI. OFFICERS' DUTIES**

Section 1. It shall be the duty of the Chair to preside at all meetings of the Board; to enforce observation of the Bylaws; offer for consideration all motions regularly made; apportion duties of the members of the Board; and perform such other duties as the office may require.

Section 2. In the absence of the Chair, the Vice Chair shall perform the Chair's duties.

Section 3. In the absence of the Chair and Vice Chair, the Committee shall elect a temporary Chair for the particular meeting in question.

Section 4. It shall be the duty of the Secretary to provide information to the Board.

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**Article VII. MEETINGS AND VOTING**

Section 1. This Board shall hold its regular meetings six times per year, with meetings occurring approximately every other month. Additional meetings may be scheduled by the Chair and Director of Transportation Services on an as-needed basis if appeal work load increases. The meeting time, date, and location will be posted on Transportation Services' website at least 10 days before the scheduled meeting, and is open to the public.

Section 2. All meetings of the Board shall be conducted in accordance with Roberts Rules of Order. Advance notice of the meetings will be sent to the citation appellants whose appeals are being considered by the Board.

Section 3. The Board will strive to make decisions by consensus. If consensus cannot be reached, the Chair may call for a vote, with the majority in favor of the final decision. The Director of Transportation Services, or his/her designee, may serve as a tie-breaking vote if needed.

Section 4. A majority of the voting members shall be necessary to constitute a quorum. If a quorum is not present, the meeting shall be rescheduled.

**Article VIII. CONFLICT OF INTEREST**

If a Board member has a direct or indirect personal or pecuniary interest in a decision, that member shall recuse himself / herself from that particular decision of the Board.

**Article IX. AMENDMENT OF BYLAWS**

The Board shall make formal recommendations, if so desired, to the Director of Transportation Services on an annual basis for amendment of these Bylaws.

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