URBAN ROAD MAINTENANCE DISTRICT ADVISORY COMMITTEE

URMD
URBAN ROAD MAINTENANCE DISTRICT

BYLAWS

ARTICLE I - NAME

The name of this committee shall be the "Urban Road Maintenance District Advisory Committee" (Committee) and may also be referred to as URMDAC.

ARTICLE II - PURPOSE

The Committee, as representatives of the Urban Road Maintenance District ("District"), advises the Board of County Commissioners ("Board") on the District's programs and other road-related matters associated with the operations and maintenance of roads that are eligible for District funding.

A. The Committee may consider other matters at the request of the Board.

B. The Committee shall advise the Board on an annual basis of their activity.

ARTICLE III - MEMBERSHIP

The Board may appoint up to ten (10) members. All members shall reside in the District. To the extent possible, the board shall strive for committee composition that is inclusive of neighborhoods across URMD and provide a committee reflective of the socioeconomic, gender, racial and ethnic diversity of the district.

A. Appointments shall be made, and vacancies filled in accordance with Section 11 of Resolution and Order No. 9-09, of the Board's Rules of Procedure.

B. The terms of each member shall be four (4) years. A term shall begin January 1 and expire December 31 of the last year of the term.

C. Members shall serve for no more than two full successive terms, unless provided otherwise by the Board.

D. In addition to the ten (10) board-appointed committee members, the Washington County Land Use & Transportation ("LUT") Operations and Maintenance Division Manager and one (1) appointed county commissioner shall be non-voting ex-officio members of the committee.

E. Vacant positions may be filled by the Board at any time and will be considered "mid-term" appointments. Mid-term appointees will serve out the remainder of the term of the vacant position to which they are appointed and may serve an additional two full terms.

F. Any Committee member who misses three (3) consecutive meetings may be removed from the Committee by the Chair, unless the Chair determines that the absence is due to circumstances not likely to reoccur.

G. The Board may remove a member from the Committee without cause. The member will be notified in writing of this decision.

ARTICLE IV - MEETINGS

A. Meetings of the Committee shall be held at least quarterly.

B. Times, dates, and locations of meetings shall be established to accommodate membership participation.

C. Meetings will be held with at least 72 hours' notice.

D. A quorum must be present to transact business or perform any action at a meeting.

E. Committee meetings are open to the public and shall be governed by applicable provisions of the Oregon Public Meetings Law.

F. Each Committee member shall be entitled to one (1) vote. Proxy votes will not be allowed.

ARTICLE V – ORGANIZATION AND PROCEDURE

A. At its first meeting of the calendar year, the Committee shall select a Chair and a Vice Chair from its membership.

B. The Chair shall preside at Committee meetings. It is the responsibility of the Chair to set the next meeting date and proposed agenda.

C. In the absence of the Chair or their inability to act as the Chair, the Vice-Chair shall have all the authority of the Chair.

D. The Director ("Director") of the Department of Land Use & Transportation or their designee shall provide staff support to the Committee. Staff support shall provide notice of scheduled meetings to the Committee and the public and shall take meeting minutes and keep records.

E. Robert's Rules of Order shall be the governing rules of procedure of the Committee, as applicable, but may be suspended temporarily by a majority vote of the members present at a meeting at which there is a quorum.

F. The Chair, as needed, will determine the formation of temporary subcommittees to address specific issues under the purview of the Committee.

ARTICLE VI – MODIFICATION OF BYLAWS

A. The Board controls these Bylaws and all changes to the Bylaws shall be adopted by the Board.

B. Committee members may propose modifications to the Bylaws for Committee consideration.

C. LUT staff will prepare the draft language for any proposed Bylaw modification(s) and send proposed modification(s) to the Committee at least seven (7) days in advance of the Committee meeting date where action of the proposed modification is to occur.

D. Discussion of proposed modification(s) shall be included as a regular agenda item at a scheduled meeting of the Committee.

E. The proposed modification(s) must be approved by a two-thirds (2/3) majority of voting members present at said meeting.

F. If a proposed modification passes the Committee, LUT staff will send the proposal to the County Administrative Office (CAO) for review and processing.