

RURAL ROAD OPERATIONS AND MAINTENANCE ADVISORY COMMITTEE

BYLAWS

ARTICLE I – NAME

The name of this committee shall be the “Rural Road Operations and Maintenance Advisory Committee” (Committee) and may also be referred to as RROMAC.

ARTICLE II – PURPOSE

The Committee, as representatives of the rural area, advises the Board of County Commissioners (“Board”) on road-related matters associated with county roads that are outside the urban growth boundary.

- 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 twelve (12) members. All members shall live, work or recreate in the rural area of Washington County. To the extent possible, the Committee should include a diverse cross-section of community members with preference given to applicants of underrepresented segments of the rural area.

- A. Appointments shall be made and vacancies filled in accordance with Section 11 of Resolution and Order No. 09-09 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. The Washington County Land Use & Transportation Operations and Maintenance Division Manager and 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.
- F. Any Committee member who misses three (3) consecutive meetings may be removed from the Committee by the Committee 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.

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ARTICLE IV – MEETINGS

- A. Meetings of the Committee shall be held at least quarterly.
- B. Times, dates, and location 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. A quorum consists of more than 50% of the Committee members.
- 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 all 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 Chair, the Vice-Chair shall have all the authority of the Chair.
- D. The Director of the Department of Land Use & Transportation ("LUT") or their designee shall provide staff support to the Committee. Staff support shall provide notice of scheduled meetings to Committee members 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.

ARTICLE VI – BYLAWS

- A. The Board controls these Bylaws and all changes to the Bylaws are adopted by the Board.
- B. Committee members may propose modifications to the Bylaws.
- C. LUT staff will prepare the draft language for the proposed modification and send the proposed modification to Committee members at least seven (7) days in advance of the meeting date where action of the proposed modification is to occur.
- D. Discussion of the proposed modification shall be included as a regular agenda item at a scheduled meeting of the Committee.
- E. The proposed modification must be approved by a supermajority (2/3) of voting members

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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.

DRAFT

Sam
Belmont

Mary

4:30

Tuesday

10:30

RURAL ROAD OPERATIONS AND MAINTENANCE ADVISORY COMMITTEE

BYLAWS

~~RURAL ROAD OPERATIONS AND MAINTENANCE~~ ~~ADVISORY COMMITTEE BYLAWS~~

ARTICLE I – NAME

The name of this committee shall be the “Rural Road Operations and Maintenance Advisory Committee” (Committee), and may also be referred to as RROMAC.

ARTICLE II – PURPOSE

~~The purpose of RROMAC is to study rural road operations and maintenance concerns in Washington County, work with County staff to develop program and funding alternatives and make recommendations to the Board of Commissioners.~~ The Committee, as representatives of the rural area, advises the Board of County Commissioners (“Board”) on road-related matters associated with county roads that are outside the urban growth boundary.

- 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

~~MEMBERSHIP, RROMAC members shall be appointed by the Board of County Commissioners. Members may be selected from rural CPOs and the following interest groups: logging; timber nursery; school district or bus service; emergency service provider; soil and water conservation or department of agriculture; contractor or AGC; farm bureau member; rural road reversion participants; urban representative; general interest; farming/Christmas trees; farming/winegrapes; farming/other.~~

~~ELECTION OF CHAIRMAN. The Board of Commissioners shall appoint a Chairman and Vice-Chairman to serve for the first six months after formation of the committee. After that time, the Chairman and Vice-Chairman shall be elected annually by the members of the committee.~~

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~~LENGTH OF TERM. Committee members and alternates shall serve a two-year term. Initially, half of the committee will be appointed to a one-year term, thereby creating an alternating schedule for reappointments.~~

~~REMOVAL OF MEMBERS. The Board of Commissioners may remove a member from the committee without cause. The Member will be notified in writing of this decision.~~

~~ALTERNATE MEMBERS. Two alternate members shall be appointed by the Board of County Commissioners using the criteria under MEMBERSHIP above. Alternate members are not eligible to serve as chairman or vice chairman. They may only vote when a member is absent.~~

~~VACANCIES. If a vacancy occurs on the committee, the reappointment will be accordance with Section 11 of the Rules of Procedure of the Board of Commissioners, as set forth in Resolution and Order No. 83-249, and it may be amended.~~

The Board may appoint up to twelve (12) members. All members shall live, work or recreate in the rural area of Washington County. To the extent possible, the Committee should include a diverse cross-section of community members with preference given to applicants of underrepresented segments of the rural area.

- A. Appointments shall be made and vacancies filled in accordance with Section 11 of Resolution and Order No. 09-09 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. The Washington County Land Use & Transportation Operations and Maintenance Division Manager and 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.
- F. Any Committee member who misses three (3) consecutive meetings may be removed from the Committee by the Committee 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 – DUTIES OF OFFICERS

~~CHAIRMAN. The Chairman shall
preside at RROMAC meeting.~~

~~VICE-CHAIRMAN. The Vice-
Chairman shall perform the duties
of the Chairman in the absence of
the Chairman.~~

ARTICLE IV – MEETINGS

~~MEETINGS. Meetings shall be held monthly through April, 1997, and thereafter shall be called as needed by the Chairman or in his/her absence, the Vice Chairman. No unscheduled meetings will be held without at least 72 hours notice. It is the responsibility of the meeting schedule and agenda.~~

~~STAFF SUPPORT. The Department of Land Use and Transportation shall provide administrative staff support to RROMAC. Staff shall be responsible for providing notice to the committee members and the public of meetings, and for taking minutes of the meeting.~~

~~QUORUM. A majority of the members of RROMAC shall constitute a quorum. Alternate members in attendance will count as members when determining if a quorum is present.~~

~~VOTING. Each RROMAC member shall be entitled to one (1) vote. A majority of the members of RROMAC shall be required to take any action.~~

~~ATTENDANCE. Any RROMAC member who misses three (3) consecutive meetings shall be removed from the committee by the Chairman, unless he/she determines that the absence is due to circumstances not likely to reoccur. Absences authorized by the Chairman prior to the meeting shall be counted in the formula above.~~

~~PUBLIC MEETING LAW. RROMAC meetings shall be open to the public, and shall be governed by applicable provisions of the Oregon Public Meeting Law.~~

A. RECORDS. ~~The administrative support staff assigned to RROMAC shall be responsible for documenting all committee actions in the form of minutes, memoranda and special reports. This individual will be responsible for retention and distribution of such minutes,~~

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- ~~memoranda and reports.~~ Meetings of the Committee shall be held at least quarterly.
- B. Times, dates, and location 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. A quorum consists of more than 50% of the Committee members.
- 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 VI – ADOPTION AND AMENDMENTS

~~ADOPTION AND AMENDMENTS. These Bylaws are initially adopted by the Board of Commissioners. They may be amended by RROMAC upon approval of a majority vote of the committee. These Bylaws shall take effect at the next meeting following their approval. These Bylaws may be amended by a majority of the committee, provided that all voting members have been sent copies of the proposed amendments seven (7) days in advance of the meeting date where action on the proposed amendment is to occur.~~

ARTICLE VII – RULES OF PROCEDURE

~~RULES OF PROCEDURE. Robert's Rules of Order, as revised, shall be governing rules of procedure of RROMAC in all applicable cases, but not inconsistent with the ROMAC Bylaws.~~

~~EXCEPTIONS. The rules of parliamentary procedure may be temporarily suspended at a meeting at which there is a quorum by a majority vote of the members present.~~

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 all 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 Chair, the Vice-Chair shall have all the authority of the Chair.
- D. The Director of the Department of Land Use & Transportation ("LUT") or their designee

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shall provide staff support to the Committee. Staff support shall provide notice of scheduled meetings to Committee members 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.

ARTICLE VI – BYLAWS

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

B. Committee members may propose modifications to the Bylaws.

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

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

E. The proposed modification must be approved by a supermajority (2/3) 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.

Revised (ALTERNATE MEMBERS) September 2000

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