

URBAN ROAD MAINTENANCE DISTRICT ADVISORY COMMITTEE

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 Committee should include a diverse cross-section of community members with preference given to applicants of underrepresented segments 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. The Washington County Land Use & Transportation ("LUT") 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 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.

URMDAC BYLAWS

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 of at least six (6) members 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 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 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 – 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 proposed modification(s) and send proposed modification(s) to the Committee at least seven (7) days in advance of the meeting date where action of the proposed modification is to occur.

URMDAC BYLAWS

- 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 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.

URBAN ROAD MAINTENANCE DISTRICT ADVISORY COMMITTEE

BYLAWS

SECTION 1. NAME 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.

SECTION 2. PURPOSE ARTICLE II - PURPOSE

~~The purpose of the URMDAC is to work with the Board of Commissioners and Department of Land Use and Transportation to:~~

- ~~1. Review, discuss and make recommendations regarding the level of service and annual work program for the Urban Road Maintenance District;~~
 - ~~2. Assist in identifying issues and solutions related to service provision;~~
 - ~~3. Assist in informing URMD constituents regarding funding of URMD and of URMD activities, work programs, and county road related policies;~~
 - ~~4. Assist in evaluating the cost effectiveness and efficiency of URMD;~~
 - ~~5. Review and recommend continuation of URMD and/or other long range funding opportunities for county road maintenance; and~~
 6. Such other responsibilities as the Board may direct. 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 URMDAC may consider other matters consistent with the above enumerated duties; however, it is the intent of the Board that the formulation of policy for directing the day-to-day operations of the Department of Land Use and Transportation shall remain the ultimate responsibility of the Board acting through the Department Director.~~ The Committee may consider other matters at the request of the Board.
- B. ~~The URMDAC shall be responsible directly to the Board of County Commissioners and shall make recommendations to the Board as they pertain to the URMDAC's duties and responsibilities.~~ The Committee shall advise the Board on an annual basis of their activity.

SECTION 3. MEMBERSHIP ARTICLE III - MEMBERSHIP

~~The URMDAC shall be composed of eight (8) members. All members shall be residents of the Urban Road Maintenance District. The URMDAC shall consist of members appointed by the Board of County Commissioners. In making appointments the Board of Commissioners shall consider the following membership guidelines:~~

- ~~1. Urban Area Citizen Participation Organizations (CPOs) — 3 representatives~~

URMDAC BYLAWS



~~2. Members at large — 3 representatives~~

~~3. Business / industry — 2 representatives~~ The Board may appoint up to ten (10) members. All members shall reside in the District. 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 District.

~~A. B. Two (2) alternate members shall be appointed by the Board using the above criteria. Alternate members are not eligible to serve as chair or vice chair. Alternate members may vote only when a member is absent.~~

~~B. A.~~ C. 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.

~~D. The Board of Commissioners may remove a member from the URMDAC without cause. The member will be notified in writing of this decision.~~

~~C. B.~~ E. The terms of each member shall be ~~three~~ **four (4)** years. A term shall begin January 1 and expire December 31 of the last year of the term. ~~Notwithstanding the above, the URMDAC shall select two of its initial members to serve terms that shall expire December 31, 2011, and three of its initial members to serve terms that shall expire December 31, 2012.~~

~~C. F.~~ Members shall ~~be appointed~~ **serve** for no more than two full successive terms ~~of office~~, unless provided otherwise by the Board.

D. The Washington County Land Use & Transportation ("LUT") **Operations and Maintenance Division Manager and appointed county commissioner shall be non-voting ex-officio members of the committee.**

~~D. 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 ~~URMDAC Committee~~ member who misses three **(3)** consecutive meetings may be removed from the ~~URMDAC Committee~~ by the ~~e~~Chair, unless the ~~e~~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.**



~~E.~~

~~F.~~

~~SECTION 4.~~ ARTICLE IV - MEETINGS

- A. ~~Regular m~~ Meetings of the URMDAC Committee shall be held at least quarterly.
- B. Times, dates, and locations of meetings shall be established to accommodate membership participation.
- ~~B. Special meetings may be called by the URMDAC or by the Director of the Department of Land Use and Transportation or his/her designee.~~ C. No m Meetings will be held without at least 72 hours' notice.
- D. ~~Five members, including alternates if needed to meet quorum, must be present at any meeting to transact business. Approval by a majority of the committee, (including alternate members voting under paragraph B), is required for any action.~~ A quorum of at least six (6) members must be present to transact business or perform any action at a meeting.
- E. ~~URMDAC Committee~~ meetings ~~shall be~~ 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.

~~SECTION 5. ORGANIZATION AND PROCEDURE~~ ARTICLE V – ORGANIZATION AND PROCEDURE

- A. ~~During the~~ At its first meeting of the calendar year, the URMDAC Committee shall select a chair and a vice chair from its membership.
- B. The ~~e~~ Chair shall preside at all URMDAC Committee meetings. It is the responsibility of the ~~e~~ Chair to set the next meeting date and proposed agenda.
- C. In the absence of the ~~chair~~ Chair or ~~his/her~~ their inability to act as the ~~chair~~ Chair, the ~~vice chair~~ Vice-Chair shall have all the authority of the ~~chair~~ Chair.
- D. The Director ("Director") of the Department of Land Use ~~and &~~ Transportation ~~or his/her~~ their designee shall provide staff support to the URMDAC Committee. Staff support shall provide notice of scheduled meetings to ~~URMDAC members~~ the Committee and the public, and shall take meeting minutes and keep records.
- E. Robert's Rules of Order, ~~as revised~~, shall be the governing rules of procedure of URMDAC 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.

~~SECTION 6. ADOPTION AND AMENDMENT OF BYLAWS~~ **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 proposed modification(s) and send proposed modification(s) to the Committee at least seven (7) days in advance of the 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 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. ~~These Bylaws are initially adopted by the Board of Commissioners, and shall be effective immediately. These Bylaws may be amended by approval of a majority vote of the URMDAC members, provided that all voting members have been sent copies of the proposed amendments seven days in advance of the meeting date where action on the proposed amendment is to occur. Amendments shall take effect at the next meeting following their approval or revision. Upon approval, a copy of any amendments to these bylaws shall be sent to the County Administrator's office. The URMDAC may not modify Sections 1, 2, or 3 of these bylaws, but may propose changes to be approved by the Board of Commissioners.~~

Revised December 7, 2010