



**WASHINGTON COUNTY**  
**OREGON**

To: RROMAC members

From: Andy Duyck, Chair  
Board of Commissioners

AD

Date: 12/14/2017

Subject: Rural Road Operations and Maintenance Advisory Committee (RROMAC) Bylaws

Dear RROMAC members:

As we embark on a new year, I wanted to take this opportunity to familiarize all members about the bylaws of the committee. The bylaws establish the purpose for RROMAC, a creation of the Board of Commissioners (Board). They establish the expectations of the Board, and the parameters in which the committee functions. Thank you for participating in RROMAC.

# **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”, 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.

## **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.

**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.

#### **ARTICLE IV – DUTIES OF OFFICERS**

CHAIRMAN. The Chairman shall preside at RROMAC meeting.

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

#### **ARTICLE V – 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.

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, memoranda and reports.

#### **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.