



**URBAN ROAD MAINTENANCE DISTRICT
ADVISORY COMMITTEE BYLAWS**

SECTION 1. NAME

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

SECTION 2. PURPOSE

- A. 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.
- B. 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.
- C. 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.

SECTION 3. MEMBERSHIP

- A. 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
 - 2. Members at large – 3 representatives
 - 3. Business / industry – 2 representatives
- 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.
- C. Appointments shall be made and vacancies filled in accordance with Section 11 of Resolution and Order No. 9-09, the Board of Commissioners' 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.
- E. The terms of each member shall be three 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.
- F. Members shall be appointed for no more than two full successive terms of office, unless provided otherwise by the Board.
- G. Any URMDAC member who misses three consecutive meetings may be removed from the URMDAC by the chair, unless the chair determines that the absence is due to circumstances not likely to reoccur.

SECTION 4. MEETINGS

- A. Regular meetings of the URMDAC shall be held at least quarterly.
- 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 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.
- E. URMDAC meetings shall be open to the public and shall be governed by applicable provisions of the Oregon Public Meeting Law.

SECTION 5. ORGANIZATION AND PROCEDURE

- A. During the first meeting of the calendar year, the URMDAC shall select a chair and a vice chair from its membership.
- B. The chair shall preside at all URMDAC meetings. It is the responsibility of the chair to set the next meeting date and agenda.
- C. In the absence of the chair or his/her inability to act as the chair, the vice chair shall have all the authority of the chair.
- D. The Director of the Department of Land Use and Transportation or his/her designee shall provide staff support to the URMDAC, shall provide notice of scheduled meetings to URMDAC members 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, as applicable, but may be suspended temporarily by a majority vote of the members present at a meeting at which there is a quorum.

SECTION 6. ADOPTION AND AMENDMENT OF BYLAWS

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