

Community Road Fund Advisory Committee Bylaws

Section 1: Name, Purpose and History

The name of this organization shall be the Community Road Fund Advisory Committee (the "Committee"). The Community Road Fund Advisory Committee is a County-designated committee whose purpose is to advise the Clackamas County Department of Transportation and Development on matters related to use of Community Road Funds, which come from the county-wide vehicle registration fee that became official on May 21, 2019.

Section 2: Membership

2.1 Number of Members: The Committee shall consist of 15 members, all of whom are residents of Clackamas County. The members shall be appointed by the Board of County Commissioners and shall be as representative as possible of the geographic, demographic and other diverse characteristics of the County.

2.2. Term: In its first two years, there will be five members with one-year terms and five members with two-year terms. Other members, and all members after the first two years, shall have a three-year term, with reappointment possible following completion of an application through the process established by Clackamas County Board of Commissioners for Advisory Boards and Commissions.

2.3 Vacancies: Vacancies shall be filled through the process established by Clackamas County Board of Commissioners for Advisory Boards and Commissions.

2.4 Member Removal: Three or more consecutive unexcused absences from regularly scheduled Committee meetings will be grounds for removal of any Committee member. Irregular attendance, failure to accept adequate functional membership responsibility, or disruptive attitude toward specified goals of the Committee may also be considered as a basis for release from membership on the Committee.

Before any member is considered for release for any reason, they will be given the opportunity to present their appeal for retention. The Committee as a whole, working with the staff liaison, will decide whether to retain a member.

Section 3: Organization

3.1 Chair and Vice-Chair: At the first regular meeting of each calendar year the Committee shall elect a chair and vice-chair for the year. The current chair shall announce the matter of the upcoming election during the last meeting of the calendar year. Nominations for the offices may be made at that time. Nominations may also be made at the elective meeting. If no person receives a majority vote for election on the first ballot, the two receiving the highest number of votes will be considered on a second ballot. The newly elected chair shall take office immediately upon election and conduct the balance of the meeting from that point forward.

The Chair shall preside over all meetings of the Committee and have the responsibility of the performance of such duties as prescribed in these Bylaws. The Chair will act as a point-of-contact between County officials and the Committee.

The Vice-Chair shall aid the Chair and perform the duties of the Chair in his/her absence.

3.2 Staff Support: Department of Transportation and Development staff will:

- Take minutes of all meetings and record them in permanent electronic form.
- Prepare an agenda for each scheduled meeting, working with the chair and vice-chair.
- Provide electronic notification of meetings.
- Maintain custody of all contracts, legal documents, resumes, copies of incoming and outgoing correspondence and all other documents and papers filed with the Committee.
- Maintain membership records.
- Prepare documents and reports needed by the Committee.
- Assist with the preparation of an annual report to the Board of County Commissioners.

Section 4: Meetings

4.1 Meeting Times: The Committee will normally meet in the Development Services Building in Oregon City at a time and place designated by the chair of the Committee. The secretary shall assure that appropriate notice is provided to all interested persons and agencies. The Committee shall meet not less than two times per year.

4.2 Quorum: A quorum of the membership shall consist of a majority of the membership. Members must be present to form a quorum and conduct official business. A simple majority of the Committee members present shall provide the deciding vote on any subject brought before the Committee. The chair or presiding officer shall vote only in the case of a tie vote.

Any member who anticipates in advance an absence from a regularly scheduled Committee meeting should report that possibility to the staff liaison of the Committee.

4.3 Meeting Conduct: The rules contained in the most current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all matters in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Committee may adopt. The chair of the Committee shall establish the agenda with the assistance of the vice-chair, secretary and staff liaison. The Committee shall attempt to complete all agenda business at each meeting. If the time for conducting required business exceeds a reasonable hour, the chair or any member may propose a carry-over of remaining business to a special meeting date to be designated, or to the next regularly scheduled meeting.

4.4 Bylaw Changes: Any member on any appropriate subject may propose bylaw modifications. Such proposals will be submitted in writing to the chair of the Committee. The submitted proposals shall be read during the meeting at which they are first presented. Discussion of the proposals will be limited to clarification of intent and verbiage at that meeting. The staff liaison shall ensure that the proposal, as modified by the limited discussion in the meeting, be forwarded to each Committee member and the Public and Government Affairs Department of the County along with a copy of the recorded minutes of the meeting. The proposed bylaw modifications shall be voted on at the next official meeting of the Committee. If a majority of the quorum present approves the proposal, and no objection is received from the Board of County Commissioners, the proposed changes shall be incorporated into the Bylaws and will be effective immediately.

4.5 Meeting Minutes: Minutes of each meeting shall record the presence and absence of each member. They shall also document the business conducted at the meeting and a summary of the discussions and recorded decisions including proposed motions, seconds to the motion and discussions, dissensions and abstentions. Completed minutes shall be electronically conveyed to members prior to the next meeting.

4.6 Open Meeting Policy: All meetings of the Committee shall be open to the public. All Committee meetings shall be publicized in advance of the meeting date and shall be conducted in accordance with the State of Oregon's Public Meeting laws.

4.7 County Department Participation: The Committee will be aided in the conduct of its functions by designated County staff or their representatives. These designated representatives will be ex-officio members of the Committee and will be nonvoting. They will be designated by the DTD Assistant Director or his/her designee.

The chair of the Committee may request additional appointees to be designated representatives if it appears there is a need. These representatives will provide the Committee with consulting services and assistance in their respective technical areas.

4.8 Non-County Governmental Participation: Representatives from other governmental agencies may be asked by the Committee to participate on a case-by-case basis if their input can assist the Committee. **These representatives will not become members of the Committee.**

Section 5: Duties and Responsibilities

5.1 Overview: The Committee will serve in an advisory capacity to the Department of Transportation & Development and the Board of County Commissioners. The Committee is to work with staff to:

- Develop criteria to analyze potential capital congestion relief projects to be funded with countywide VRF revenue.
- Apply that criteria to the high priority congestion relief projects in the County's Transportation System Plan (TSP) and to any additional top priority congestion relief projects that result from community input in order to identify and prioritize the congestion relief projects to be funded with VRF revenue.
- Based on the evaluation, recommend the order in which capital projects should be constructed.
- Review the project list annually and report progress to the Board of Commissioners.

Section 6: Policies

The Committee shall adopt and follow the general operating policies recommended by the Board of County Commissioners. Primary among these policies and key guidelines to the Committee are the following:

- Operate as a non-profit, nonpolitical organization, devoted exclusively to its responsibilities as described above in Section 5.1.
- Operate in the general public interest serving the County as a whole. It shall serve no special interest.
- Will not endorse any commercial products or enterprise.

Section 7: Authority to Bind

The Clackamas County Community Road Fund Advisory Committee, its members individually or collectively cannot commit Clackamas County, its officers or agents to financial obligation unless approved beforehand in writing for the express amount and purpose. Such approval must have the funding account and citation number approved.

Section 8: Prior Bylaws

The amended bylaws shall supersede all previous bylaws and become the governing rules for the committee.

ADOPTED this _____ day of _____, 2019

Clackamas County Community Road Fund Advisory Committee

Chair

Vice Chair