

**YAMHILL COUNTY ROAD IMPROVEMENT ADVISORY COMMITTEE  
BYLAWS**

**ARTICLE 1. NAME**

The organization shall be recognized as the Yamhill County Road Improvement Advisory Committee (RIAC).

**ARTICLE 2. AUTHORITY**

RIAC was created by the Yamhill County Board of Commissioners ("Commissioners") under Resolution 76-16 on November 23, 1976, as an advisory body to the Commissioners on topics and subject matter directly related to planning, operation, maintenance, and improvement of the Yamhill County ("County") road system. Authority to amend or repeal Resolution 76-16 is vested solely in the Commissioners.

**ARTICLE 3. PURPOSE**

1. Purpose

RIAC will hold meetings as necessary to:

- A. review master plans for the construction, maintenance and improvement of County roads, considering traffic patterns and anticipated resources;
- B. review crash rates on each of the County roads;
- C. hear complaints about County roads and identify road deficiencies throughout the County;
- D. consider petitions affecting any County road; and
- E. study the existing location, condition, and use of the County roads.

2. Areas of Recommendation

RIAC will recommend to the Commissioners:

- A. a suggested priority for correcting road deficiencies identified by RIAC by submitting a priority list for all such projects to the Public Works Director on or before December 31<sup>st</sup> each year, for improvement projects to be scheduled, if approved, in the next fiscal year;
- B. suggested criteria to be used in prioritizing road improvement projects;
- C. division of effort between paving new roads and maintaining the existing roads, repairing or replacing bridges, maintenance or improvements to ditches and culverts, and roadside vegetation management; and
- D. other such advice as the Commissioners may request.

**ARTICLE 4. MEMBERSHIP AND QUORUM**

1. Membership

- A. RIAC shall consist of nine (9) residents of Yamhill County appointed by the Commissioners.
  - i. Two (2) from the Northeast district of the County (general vicinity of Newberg, Dundee, Lafayette and Dayton)
  - ii. Two (2) from the Northwest district of the County (general vicinity of McMinnville, Carlton, Yamhill)
  - iii. Two (2) from the Southwest district of the County (general vicinity of Amity, Sheridan, Willamina)

- iv. Three (3) at-large members (two of which may represent industries related to road construction)
  - B. Membership shall be solicited by RIAC members and Commissioners to provide representation from all parts of Yamhill County as provided above, to the extent possible.
  - C. Members shall bring a skill or expertise pertinent to engineering, construction, surveying, planning, public policy, or other expertise related to the planning, operation, development, maintenance, and improvement of the County road system.
  - D. A non-voting liaison from the Yamhill County Sheriff's Office will be requested from the County Sheriff.
2. Term of Membership
- A. RIAC members shall serve, without pay, for a three (3)-year term from the time of appointment. There is no limit to the number of terms that may be served.
  - B. Recommendation for removal of a member of RIAC for reasons of neglect or misconduct relating to normal and reasonable RIAC duties may be made to the Commissioners upon a majority vote of the membership.
  - C. RIAC members missing more than three (3) regularly scheduled meetings or having more than one (1) unexcused absence during any one-year period shall no longer be considered members in good standing and shall be subject to removal by the Commissioners. Absences shall be deemed unexcused when neither the chair nor the vice chair have been notified of the absence in advance of regularly scheduled meetings.
  - D. Electronic participation in meetings is permitted in exceptional circumstances.
3. Quorum
- A. The quorum for conducting official business at any RIAC meeting shall be a majority of the RIAC membership. RIAC official business shall only be conducted at regular or special meetings, and then only if a quorum is present.

**ARTICLE 5. MEETINGS**

- 1. RIAC will meet on the typically second Thursday of each month, beginning at 6:00 pm at the Yamhill County Public Works Department conference room, unless otherwise decided by a majority vote of the membership.
- 2. RIAC meetings may be rescheduled by the chair in the event of conflicting schedules.
- 3. RIAC meetings will not exceed two (2) hours in length, except by majority vote.
- 4. Special RIAC meetings, workshops, conferences, and tours may be scheduled in addition to regular monthly meetings, but attendance is not mandatory. No RIAC official business shall be conducted at any workshop, conference or tour.

**ARTICLE 6. VOTING**

- 1. All RIAC members in good standing can vote on issues brought before RIAC.
- 2. Votes will be counted by those participating electronically as long as the RIAC member has been party to discussion prior to the vote.
- 3. In order to be considered passed, any issue brought to a vote before RIAC must be approved by at least a majority of the full RIAC (at least 5 members).

**ARTICLE 7. OFFICERS AND DUTIES**

1. RIAC officers shall be a chair and vice chair elected by the RIAC membership.
2. Terms of office shall be for two (2) years with a limit of two (2) consecutive terms.
3. RIAC shall recognize an annual calendar year beginning January 1 and ending December 31. RIAC shall vote on the chair and vice chair positions biannually at its December meeting, with officers assuming their duties in January, or upon any vacancy in office to complete the term of the departing officer.
4. The chair shall:
  - A. Call and attend regular and special meetings.
  - B. In collaboration with the Public Works Director, establish a meeting agenda at least one week in advance of the scheduled meeting.
  - C. Preside at all RIAC meetings.
  - D. Appoint subcommittees to carry out special tasks of importance to RIAC, the Public Works Director, or the Commissioners. Subcommittees are advisory and report to RIAC.
  - E. Approve the draft monthly meeting minutes for distribution to members.
  - F. Conduct elections for officers.
5. The vice chair shall:
  - A. Preside and conduct business in the chair's absence.
6. Staff assigned by the Public Works Director shall:
  - A. Send notices of all meetings. Agendas for regularly scheduled RIAC meetings shall be mailed or emailed to RIAC members, Commissioners and other designated recipients at least one week in advance of the scheduled meeting.
  - B. Keep an accurate record of all proceedings.
  - C. Keep a record of all membership and attendance.
  - D. Ensure and verify electronic posting of approved minutes to the County website.
  - E. Conduct correspondence not specially assigned to RIAC members.

**ARTICLE 9. RIGHT OF PARTICIPATION**

No person shall be excluded from participation as a member of RIAC, or before RIAC as a member of the public, because of race, color, national origin, age, disability, sex, gender identity, religion, marital status, sexual orientation, or any other status protected under state, federal, or local law, and discrimination of any kind is expressly prohibited.

**ARTICLE 10. PARLIAMENTARY AUTHORITY**

The most recent revised edition of *Robert's Rules of Order* shall govern the conduct of business of RIAC, except as modified by these bylaws.

**ARTICLE 11. AMENDMENTS**

RIAC may, at any time, recommend changes in these bylaws to the Commissioners. If the Commissioners propose to amend these bylaws, the proposal shall be referred to RIAC for comment prior to the amendment by the Commissioners. Authority to amend these bylaws is vested solely in the Commissioners.

**ARTICLE 12. PUBLIC MEETING LAWS**

RIAC meetings are subject to the Oregon Public Meeting Laws and shall be conducted in accordance with these laws.

These bylaws were approved by the YAMHILL COUNTY ROAD IMPROVEMENT ADVISORY COMMITTEE on the 12th day of January, 2023.

These bylaws were adopted by the YAMHILL COUNTY BOARD OF COMMISSIONERS on the \_\_\_\_th day of \_\_\_\_\_, 2015.

Accepted by Yamhill County  
Board of Commissioners on  
2-23-23 by Board Order  
# B.O. 23-68