

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR TILLAMOOK COUNTY, OREGON

**ENDORSED**  
 Filed  
*Oct 4 2000*  
**JOSEPHINE VELTRI**  
 County Clerk

*3:01 PM*  
*[Signature]*

In the Matter of Adopting Operating )  
 Procedures for the Tillamook County )  
 Roads Advisory Committee )

**ORDER**

#00 - 77

This matter came before the Board of Commissioners for Tillamook County, Oregon, on the 4th day of October 2000, at the request of the Tillamook County Roads Advisory Committee..

The Board, being fully apprized of the representations of the above named person(s), finds as follows:

1. The Tillamook County Roads Advisory Committee was formed by Board Order #91-55 in April, 1991.
2. The Committee has created operating procedures, which they approved at their September 18, 2000 for submittal to the Board of Commissioners.

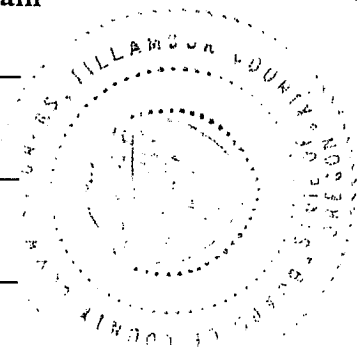
**NOW, THEREFORE, IT IS HEREBY ORDERED that**

3. The Board of Commissioners hereby approves and adopts the operating procedures, as attached hereto as Exhibit A, for the Tillamook County Road Advisory Committee.
4. It is further ordered that the operating procedures shall take effect upon the date of this order.

DATED this 4<sup>th</sup> day of October, 2000.

**BOARD OF COMMISSIONERS FOR  
TILLAMOOK COUNTY, OREGON**

	Aye	Nay	Absent/Abstain
<u>[Signature]</u> Tim Josi, Chairperson	✓	_____	_____ / _____
<u>[Signature]</u> Gina Firman, Vice Chairperson	✓	_____	_____ / _____
<u>[Signature]</u> Sue Cameron, Commissioner	✓	_____	_____ / _____



ATTEST: Josephine Veltri  
County Clerk

APPROVED AS TO FORM:

BY: [Signature]  
Special Deputy

[Signature]  
William K. Sargent, County Counsel

EXHIBIT "A"

TILLAMOOK COUNTY ROAD ADVISORY COMMITTEE

OPERATING PROCEDURES

Purpose

The Tillamook County Road Advisory Committee advises and recommends policies to the Tillamook Board of Commissioners. It also assists the Public Works Department Director through setting priorities, establishing short and long range planning, reviewing budgets and addressing revenue issues.

Membership

The Committee consists of nine members appointed by the Board of County Commissioners, three each from North, Central and South county if possible. The term of office is three years. At the end of a member's term the Board of Commissioners may reappoint or replace the member. Rotation is staggered so that three-committee members are appointed or re-appointed each year. When a vacancy occurs County Commissioners appoint a member from the location in which the vacancy occurred if possible.

Responsibilities

Committee members attend regular monthly meetings and other meetings as scheduled.

When a member fails to attend three consecutive regular meetings the committee may declare the position vacant and recommend that the Board of Commissioners replace that member. The new appointment fills out the unexpired term and may be appointed for additional terms.

Each member has one vote. Anytime a member does not record his vote, it is recorded as a vote with the majority; an abstention may be accepted.

Officers

The officers consist of a Chair and Vice-Chair. Officers are elected at the regular January meeting of each year. The term of office is one year.

The Chair sets the agenda with the department director, presides at all meetings, and calls special meetings. The Chair may appoint sub-committees and perform other duties as required.

The Vice-Chair serves in the absence of the Chair.

Meetings

All meetings are open to the public and public comments may be presented at the discretion of the Chair. Public comment is held until that time. Members of the public state their name, address and indicate whom they are representing.

The department director and a staff member who records the minutes attend each meeting. Other staff may attend as required by the department director or as members of the public. The County Commissioner liaison is encouraged to attend all meetings.

Agendas and written materials are sent in advance, to committee members, the Board of County Commissioners, and interested parties.

Place and time of meetings are arranged at each meeting. Location is rotated to North, Central and South county as needed.

A quorum is a majority of the appointed members. Issues voted upon pass with a majority vote.

Role of the Public Works Department Staff

The Director of the Public Works Department provides necessary assistance to facilitate the role of the committee in fulfilling its duties and responsibilities.

The Director is responsible for bringing matters to the attention of the Committee in a timely fashion.

The Director provides information on matters before the Committee, answers questions, supplies requested data and suggests ways of achieving desired outcomes. The Director also assists the Committee in all its deliberations.

Amendments of Operating Procedures

These procedures may be amended. An amendment is proposed and discussed at a meeting and a vote held at the next regularly scheduled meeting. An amendment passes with a simple majority vote.

ADOPTED by members of the Tillamook County Roads Advisory Committee on this \_\_\_\_\_ day of \_\_\_\_\_, 2000.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

Adopted by the Tillamook County Board of Commissioners on this \_\_\_\_\_ day of \_\_\_\_\_, 2000 by Order # \_\_\_\_\_.