

**SPECIAL ROAD DISTRICT #8  
La Pine, Oregon**

**BY-LAWS**

**Article 1**

**A. Purpose**

1. Formulated as guideline for management of the established Special Road District #8, Deschutes County.

**Article 2**

**A. Membership**

1. Any resident who is a property owner within the established boundaries of Special Road District #8 is a fully qualified member.(11/14/15)

**Article 3**

**A. Board of Commissioners of the Road District**

1. As determined by Oregon State Law, there shall be three (3) Road District Commissioners. Each Commissioner's term of office will be three calendar years, ending on December 31<sup>st</sup>. These terms will alternate, so that no two Commissioners' terms should expire in the same year.(11/14/15)
  - a **Any member may volunteer and may serve as a Road District Commissioner, if approved by Special Road District #8 members and appointed by the Deschutes County Commissioners.**
  - b **Vacancies of the Board shall be filled by appointment by the Deschutes County Commissioners upon submitted recommendation by Special Road District #8 Board. Appointment will be for the duration of the current term.**

- c Recommendations for appointment to the Board shall be submitted to the Deschutes County Commissioners, from the results of a vote of the majority of those members present at a meeting.**
- d Elections to guide the recommendations for appointment for the outgoing Board positions shall be held at the time of need.**

## **Article 4**

### ***A. Duties of the Board of Commissioners of the Road District***

1. The Board of commissioners of the Road District:
  - a Following the selection of a Treasurer for the District, a letter of notification, signed by any Board member, shall be sent to the Deschutes County Treasurer. (rev. 11/14/15)**
2. The Board is responsible for maintenance, repairs and improvements to existing roads and right-of-ways within the district. Road work must be submitted for bids before the Board approves work and any work started. Exceptions:
  - a If emergency snow plowing is needed.**
  - b If the Board has a current signed contract with a road maintenance provider, bids are not required. (11/14/15)**
3. The Board shall designate a Registered Office and a Registered Agent, as required by State Law.
4. The Board is responsible for the operations of the Road District in accordance with Oregon Revised Statutes.
5. Two Board members needed to decide if snow plowing is necessary. Proxy may be used in a Board member's absence. (1/21/03)

**B. Duties of individual Commissioners:**

1. Chairman:

- a Will preside over meetings.**
- b May call special meetings, if necessary.**
- c Will sign checks, with one other Commissioner, to pay district bills. (1/21/03, rev 11/14/15)**

2. Secretary:

- a Will record minutes of meetings.**
- b Will maintain records of all correspondence.**
- c Will preside over regular meetings in absence of Chairman.**
- d Will make road signs for scheduled meetings, and post one week prior to meeting. (1/21/03, rev 11/14/15)**
- e Sign all checks, with one other Commissioner, in absence of Chairman. (1/21/03, rev 11/14/15)**
- f Submit to local newspaper: date, time and location of scheduled road meetings, two weeks in advance. (1/21/03, rev 11/14/15)**
- g Update list of members living in District. (1/21/03)**

3. Treasurer:

- a Will maintain all financial records and prepare all financial reports.**
- b Will verify all invoices received, and write checks for payment. All checks will contain invoice number or job description of work completed, and must be signed by two Commissioners. (11/14/15)**

**c Will prepare Treasurer's Report to be presented at each regular meeting. (1/21/03) Reports will include: (11/14/15)**

1. Previous and current balance.
2. Receipts and source of revenue.
3. Disbursements of preceding month's expenses.
4. Outstanding bills.

**d Will submit District Budget information to the County by July 15 of each year for the coming fiscal year. (1/21/03)  
(rev 3/10/16)**

**e Will submit Audit Report to Secretary of State each year by Sept 30. (3/10/16)**

**f Will submit all other required reports to Deschutes County and to the State of Oregon. (11/14/15)**

## **Article 5**

### **A. Contents of Minutes and Reports**

1. Minutes of the meetings will contain:
  - a All motions and any business of the meeting.**
  - b Treasurer's report ending balance. (11/14/15)**
  - c Any complaint to come before the Board, made by a property owner, which must be submitted in writing prior to the meeting date. (11/14/15)**
  - d Names of those in attendance at the meeting.**

## **Article 6**

### **A. Meetings**

1. Regular meetings will be held on the third Tuesday of each month,

unless circumstances require cancellation. Cancellations, other than emergency in nature, will be announced at a regularly scheduled meeting.(11/14/15)

2. Meeting place will be as agreed upon by the Board of Commissioners.
3. Special meetings, if needed, will be at a time and place determined by the Chairman.

**a Unless of an emergency nature, notice of the meeting must be as heretofore prescribed for regular meetings.**

4. The presence of two (2) Commissioners at a regular or special meeting shall constitute a quorum.

## **Article 7**

### ***A. Procedure for Recall***

1. A petition of recall must contain the signature of at least fifty percent of the resident members to be valid. (11/14/15)
2. A petition of recall must be presented to the Board at a regular meeting.
3. Upon receipt of a valid petition, the Board will designate that a recall election is to be on the agenda of the next regular meeting.

**a A majority vote of those present at the time of the recall election will be presented to the Deschutes County Board of Commissioners for their action.**

## **Article 8**

### ***A. Adoption of By-Laws***

1. These By-Laws must receive the majority vote of the members present, to be adopted.
2. Proposed amendments to these By-Laws shall be presented to members present at a regular meeting thirty days prior to any action taken.(11/14/15)
3. If these By-Laws in any way conflict with Oregon State Law, the State

law will prevail.

### **Article 9**

- A. *Roberts Rules of Order (Revised) shall govern in all matters not covered in these By-laws or by State law.***

### **Article 10**

**A. *Amendments to By-Laws***

1. Use of Motor Oil on roads within the District:
    - a No one shall use motor oil on the roads of Special Road District #8. Any other dust retardant must have the express permission of the Road Commissioners. (4/01/1983)**
    - b If anyone is found in violation, Law Enforcement will be notified.**
  2. No parking of vehicles, RV's, etc, in roadway of District boundaries at any time, day or night. Law enforcement will be notified of violations. (1/21/03)
  3. Residents are responsible for the clearing of berms left by the snow plow in front of their driveway or property. (1/21/03) (3/10/16)
  4. There will be no parking to load or unload children, within 50 feet of any stop sign or signal. (1/21/03) (3/10/16)
  5. Trees that fall onto roadway from private property shall be removed from roadway by property owner. If property owner does not remove tree(s) in timely manner, officers of Road District #8 shall be authorized to cut tree(s) from roadway to property line. (1/21/03)
  6. Any vandalism to mail boxes, paper boxes, stop signs or roads within District #8 are in violation of State and Federal Law. (1/21/03)
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