

WOODLAND PARK SPECIAL ROAD DISTRICT
CHILOQUIN, OREGON

BY-LAWS

July 12, 2020

Article 1

Purpose:

Woodland Park Special Road District, referred to as WPSRD, located in Klamath County was formed for the purpose of the maintenance and repair of all roads with the district boundaries.

Article 2

Board of Commissioners of the Special Road District

The district is solely governed by the Board of Commissioners.

1. The Board of Commissioners shall announce an upcoming opening on the Board at least 30 days' notice or as soon as possible.
2. As determined by Oregon State Law, there shall be three (3) Road District Commissioners ending December 31st. Each Commissioner's term of office will be three calendar years. These terms will be alternated, so that no two Commissioners' terms shall expire in the same year. No Commissioner may be on the Board for more than two terms consecutively. In the circumstance that there are not any applicants for an open position, it is possible for the Board of County Commissioners to reassign a Commissioner to ensure a quorum.
3. Vacancies on the Board will be filled by the Klamath County Commissioners upon submitted application and recommendation from the WPSRD Board. This appointment will be for the remaining durations of the current term. WPSRD recommendations for appointment to the Board shall be submitted to the Klamath County Commissioners from the result of a quorum vote (at least two Commissioners) at a regular business meeting.

Article 3

Assignment and Duties of Officers

At the first regular meeting of the new year, the Board of Commissioners will assign its officers. The officers of the Board constitute a Chairperson, Secretary and Treasurer.

Chairperson Shall:

1. Preside over meetings
2. Organize Workshops
3. Create Agenda for meetings
4. Call special meetings as needed
5. Lead negotiations with contracts and projects
6. May be a check signatory

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Secretary Shall:

1. Conduct all official correspondence of the district
2. Provide sufficient notification of upcoming meetings either electronically or other notification
3. Record, type and read the minutes
4. Keep all files in electronic form
5. File all needed correspondence with the County
6. Maintain district website
7. Provide all correspondence, minutes, and official documents for the District Website.
8. Keep possession of a minute's book
9. May be a check signatory

Treasurer Shall:

1. Keep accurate financial records for the District
2. Provide a report at each meeting with a beginning and ending balance.
3. Funds to be disbursed according to annual budget approved by the Board of Commissioners
4. Keep monthly records of expenditures with receipts and invoices.
5. Ensure that at least two signatures are on each check, provide adequate documentation for electronic expenditures
6. May be a check signatory
7. Submit Audit Report to Secretary of State each year by September 30.

Duties of the WPSRD Board of Commissioners

It is the responsibility of the Board of Commissioners to maintain, repair and make improvements to **all existing roads** within the District with priority given to Old Korral.

4. The Board of Commissioners will operate the district in accordance with Oregon Law and the statutes that rule Special Districts.

Article 4

Contents of Minutes and Reports

Minutes of the meetings shall contain:

1. All motions and any business of the meeting
2. Treasurers report with monthly activity and ending balance
3. Any suggestion, complaint or concern made by a property owner, which must be submitted in writing prior to the meeting date to be added as an agenda item.
4. Names of all in attendance
5. Commissioners may attend meetings electronically, at least two must be in physical attendance to form a quorum.

Article 5

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Meetings

- Meetings will be conducted according to Roberts Rules of Order (Revised) which shall govern in all matters not covered in these By-Laws or by State Law.
- Regular meetings will be held on a regular basis, dates, and location to be set by the Board of Commissioners.
- The presence of two (2) Commissioners at a regular or special meeting constitutes a quorum.
- Out bursts from attendees at meetings will not be tolerated, the person will be asked to leave the meeting and to submit their concerns in writing to be addressed at a future meeting.

Article 6

By-Laws

- These By-Laws must receive majority vote of the Board of Commissioners to be adopted
- Proposed amendments shall be submitted to the Board of Commissioners in writing to be addressed at a future meeting.
- 5. WPSRD Resolution No 2020-01 adopted March 17, 2020 to be amended in these By-Laws
 - o Addendum to Resolution 2020-01: Commissioners shall regularly attend meetings either by physical or electronic means.
 - o Inactivity of a Commissioner is recognized when they have missed 3 physical meetings.
 - o Item 3, bullet one: Strike
- If these By-Laws in any way conflict with Oregon State Law. Oregon State Law will prevail

Adopted and Accepted by the Woodland Park Special Road District Board of Commissioners

Sept 21, 2020:

Tena Crum

Tena Crum

Faye Foster

Faye Foster

absent

John Briggs