

WOODLAND PARK SPECIAL ROAD DISTRICT BYLAWS

DECEMBER 1, 1992

1. All meetings of the district both special and regular shall be taped. All tapes shall be kept by the secretary for a minimum of three years and are the property of the Woodland Park Special Road District.

ADD:

A copy of all monthly board minutes and treasurers reports shall be forwarded to the Klamath County Commissioners. Officers shall keep current year's records and President to keep archives.

2. All bills shall be itemized verbally by the treasurer at the monthly meetings, written out, and available quarterly for all road district members.

ADD:

Board members may spend up to \$500.00 annually for emergency conditions without the approval of the voting members. All other expenditures must have the consent of two board members and a simple majority of voting members present at a regular or special W.P.S.R.D. meeting.

3. A secretarial newsletter will be made up and be available to all members of the road district once a year to accompany the audit report.

4. Any and all suggestions of the residents of the district will be taken under consideration by the commissioners of the Woodland Park Special Road District.

5. There will be a minimum of three bids on all contract work to be done on the roads, with the option open for the road district board to choose if there are only one or two bids available.

ADD:

All jobs must have bids either by phone or mail. If by phone, all pertinent data, (date, time of contract, to whom addressed) must be in writing in the minutes before any bid is let. All materials supplied to W.P.S.R.D. shall be itemized as to quantities, where installed, and, be substantiated with paid bills of lading. All hourly jobs must have estimated time to complete. Contractors must show proof of liability insurance and license.

6. A telephone or communication chairperson shall be appointed to contact all residents of time and place of all road district regular meetings. This appointment is to be a voluntary appointment.

REPLACE:

A telephone or communication chairperson shall be appointed to contact all residents of time, place, and agenda of all road district regular meetings, including any changes of time, date, or location of said meetings. This appointment is to be a voluntary appointment.

7. Notice of all regular meetings will be posted in the Date-Line column of the Herald & News.

8. The times of the regular meetings will be decided on by the board members of the district and they have the authority to hold meetings at a regular time convenient to them, as long as there is one regular meeting a month. Meetings have to be in the district.

REPLACE:

W.P.S.R.D. meetings to be held in the district or at a public meeting place in the town of Chiloquin, Oregon, whichever is most consistent with the vote of the members. Regular W.P.S.R.D. meeting dates and times to be at the discretion of the board of directors.

9. There will be a notification of at least 60 days prior to the expiration of a regular term of a board member given to the residents of the district. The board reserves the right to appoint a member of the district to serve out an un-expired term of a resigned member of the board.

ADD:

Board members shall not serve more than two consecutive three-year terms of office. Officers shall rotate their board positions at the beginning of each calendar year.

ADD:

10. All roads within the W.P.S.R.D. shall be maintained, with priority on the main road (from pavement to Woodland Park boundary). Snow removal shall be provided for all roads in the W.P.S.R.D.

ADD:

11. W.P.S.R.D. bylaws shall be amended by a simple majority vote with at least fifteen members present. There shall be at least sixty days notice to the residents of the district before bi-laws can be amended.

ADD:

12. Board members shall attend all regular monthly board meetings. If a board member is absent from three consecutive monthly meetings, his/her position shall be terminated.

ADD:

13. Job descriptions:

A. President

1. Shall preside over all meetings.
2. Shall call special meetings as needed.
3. Shall, with consent and approval of the board, assist in all negotiations with contracts and, or, hourly rentals.
4. Shall notify other board members when leaving town.

B. Secretary

1. Shall conduct all official correspondence of the district.
2. Shall take the minutes, read the minutes, and file the minutes with the Klamath County Commissioners.
3. Shall keep possession of all tapes for a minimum of three years.
4. Shall keep possession of a minutes book.
5. Shall notify other board members when leaving town.

C. Treasurer:

1. Shall handle all funds of the district, seeing that they are disbursed according to board approval.
2. Shall receive and keep all vouchers of all disbursements.
3. Shall present to general membership all disbursements of funds at regular meetings.
4. Shall notify other board members when leaving town.