

# Nob Hill Special Road District 2025-26 By-Laws

## DRAFT

### ARTICLE I NAME AND PURPOSE

#### Section I Name

The name of this organization shall be known as the Nob Hill Special Road District “NHSRD”. Also referred to as the Road District. This Road District is formed under ORS 198 and by declaration of the Commissioners of Douglas County Oregon on March 5, 2025.

#### Section II Purpose

The purpose of the Road District is to finance, maintain and pay for any needed improvements on Nob Hill Road.

### ARTICLE II OFFICERS AND COMMITTEES

#### Section I Board of Directors

The Board of Directors, or Officers, shall consist of the President, Secretary and Treasurer, each of whom will be elected by the membership. Each position will run for 3 years.

#### Section II President

The President shall preside over all Road District meetings, appoint committee chairpersons and serve on all committees. The President will submit the proposed budget and all reviews to the membership for voting. The President fills all vacancies and performs other duties necessary to carry out the function of the Road District.

#### Section III Secretary

The Secretary shall be responsible for: sending notices of meetings, handling all communication with the membership, arranging meeting time and space and taking and keeping accurate minutes at all meetings. The Secretary will also handle all communications with the State of Oregon. The Secretary shall act as resident Pro-Tem in the absence of the President.

#### Section IV Treasurer

The Treasurer is responsible for ensuring that all requirements of Oregon’s Budget Law are followed and for overseeing the financial operations of the Road District. The Treasurer

shall give regular updates to the membership at meetings and to the Board monthly or as requested.

## Section V Committees

There shall be Standing Committees for Road Maintenance, Budget, By-Laws and Elections. Additional committees may be created as needed.

# ARTICLE III MEMBERSHIP, VOTING AND FEES

## Section I Membership

Members must be at least 18 years of age and listed as an owner of property that lies within the Road District on Douglas County Tax Records.

## Section II Voting

All single properties, as listed on the Douglas County Oregon Tax Records, will constitute ONE vote for all Road District business.

All voting will be done in person or by proxy. Voting may be by ballot or show of hands.

Proxy Votes: This shall be in writing and should be received by the President prior to being needed for voting.

## Section III Fees

Fees shall be assessed to each owner within the Road District boundaries.

Each year, after the Budget has been accepted, the Treasurer will send invoices to each property owner for their share of the Road Maintenance Cost. Fees will be due upon receipt or at a date determined by the Board.

# ARTICLE IV MEETINGS

## Section I General Meetings

The President shall set general meeting dates at least every 3 months.

Board meetings shall be monthly.

The Annual Meeting will hold Elections, hear Financial and Road Maintenance Reports and By-Law and Budget Reviews. Votes to accept or amend will be voted on by the membership at this time. Other committee reports may be heard as well.

## STANDING RULES FOR THE NOB HILL SPECIAL ROAD DISTRICT

### 1. PURPOSE

These rules are intended as a guide for the membership in the NHSRD or Road District. They are to clarify the accepted rules of order set by the By-Laws.

### 2. RULES OF ORDER

The NHSRD (or Road District) shall follow Robert's Rules of Order. Replacement or Special rules may be adopted as the membership sees fit.

### 3. QUORUM

A quorum will consist of at least 51% of the voting membership OR 51% of those present at a meeting.

### 4. VOTING

The means for voting in the Road District shall be by "majority rules". This applies to By-Law changes, voting, accepting of the minutes of a previous meeting and any other additional business. Proxy votes may be accepted as specified in the By-Laws.

### 5.ELECTION OF OFFICERS

There shall be an Election Committee, of which no running candidates may be a member of. The Election Committee shall be responsible for submitting a ballot to the President and membership for voting at the annual meeting. After voting the Election Committee shall tally and announce the results immediately.

### 5. COMMITTEES

There shall be Standing Committees for Elections, By-Law changes, Budget and Road Maintenance. There may be, as deemed needed by the Board, additional committees. The President, a member of all committees, shall appoint a committee

head for all committees other than the Budget Committee which shall be the current Treasurer.

## 6. MINUTES

The Secretary shall be responsible for recording the minutes for all meetings and handling all Road District correspondence. The minutes of the previous meeting shall be available to the membership before the next meeting to vote on and accept/ or amend. The Secretary shall communicate with the Secretary of State to register and handle all State correspondence and needs. The Secretary will also act as President Pro-Tem in the absence of the President.

## 7. BUDGET

A Budget Committee shall be appointed each year for the following year. The Committee Head shall be the current Treasurer. The committee is responsible for creating a new budget for the upcoming year, no later than 1 month before the annual meeting at which time the new budget will be voted on.

## 8. FEES

Membership fees will be used to fund the Budget and cover, as needed, Road Maintenance costs. This fee may vary year by year.

All properties are charged the same fee.

Fees are due within 30 days of the invoice being received or by a date determined by the Board.

Late fees may be added after multiple calls for receipt. Property liens may be used as a last resort.

Additional “heavy use” fees may also be charged if the road is damaged.

## 9. DEFINITIONS

- a. Apportionment: A formula to be used to equitably define who has the authority to vote.
- b. Budget: An amount of money, as decided by the membership, that is raised for the road upkeep and functions of The District.
- c. Elector: An eligible voter. Each property will be given 1 vote.
- d. Eligible Vote: A property owner within the Road District, that is also registered to vote in National Elections and has NOT given a proxy vote to another member. Only Eligible Votes will be counted in any election.

- e. Fees: Monies charged to the membership, according to the apportionment formula as decided by the membership, to support the Budget.