



## CRABoard By-Laws

### ARTICLE I PURPOSE

The County Road Administration Board shall be conducted in accordance with the provisions of RCW 36.78 and shall perform the duties and functions as therein prescribed.

### ARTICLE II MEETINGS

Section 1. Place of Meetings. Any and all meetings of the Board shall be held in the state of Washington.

Section 2. Time of Meetings. The regular meetings of the Board shall be held quarterly at a time and place designated by the chairman; provided that, the chairman may call additional, special meetings at a time and place to be designated; provided further, that written notice be sent to each member and filed with the code revisers office.

Section 3. Order of Business. The order of business at the Board meetings shall be as follows:

- (a) Call to Order
- (b) Minutes of the proceeding meeting
- (c) Report of the Chairman
- (d) Report of the Director
- (e) Rural Arterial Program Report
- (f) Public Hearing (if needed)
- (g) Budget Report
- (h) Other Division Reports
- (i) Work Session (if needed)
- (j) Adjournment

Provided, that in the absence of objection, the Chairman may vary the order of business.

### **ARTICLE III QUORUM**

A majority of five (5) members of the Board shall constitute a quorum.

Section 1. Each member of the Board shall be entitled to one vote and no proxies are allowed, and a majority vote is all that is required to decide any question.

### **ARTICLE IV OFFICERS**

Section 1. Chairman. The Chairman shall be selected from the members of the Board and shall be elected at the meeting of the Board in July of each year. The Chairman shall hold office for a term of one year, provided that a Chairman may be re-elected for successive terms. The Chairman shall preside over all meetings and perform the general powers and duties of a Chairman, including the appointment of sub-committees.

Section 2. Vice-Chairman and Second Vice-Chairman. A Vice-Chairman and a Second Vice-Chairman shall be chosen from the members of the Board at the time of selection of Chairman, and shall have the same term of office.

The Vice-Chairman shall perform the duties and exercise the functions of Chairman during the absence of the Chairman.

The Second Vice-Chairman shall perform the duties and exercise the functions of Vice-Chairman in the absence of the Vice-Chairman.

Section 3. County Road Administration Board Executive Director. The Board shall appoint an Executive Director pursuant to the provisions of RCW 36.78.060 who shall be chief administrative officer of the Board and shall be responsible for carrying out the policies adopted by the Board.

Section 4. Staff. The Executive Director shall employ such staff as may be approved by the Board and funded by the Legislature.

### **ARTICLE V OFFICE**

Section 1. Location. The Board shall select the location of the office of the Director, which shall also be the general office of the County Road Administration Board.

Section 2. Procedures. From time to time the Executive Director shall develop and effectively administer procedures governing the duties of the staff and the internal operations of the County Road Administration Board.

**ARTICLE VI  
INSTRUMENTS**

Section 1. All vouchers, drafts, orders and payrolls for payment of salaries and expenses shall be signed in the name of the County Road Administration Board. The Executive Director shall sign travel expense vouchers of the Board members. The Chairman shall sign travel vouchers of the Executive Director.

**ARTICLE VII  
AMENDMENTS**

These By-Laws may be amended, altered, changed, added to or repealed by the affirmative vote of the majority of the Board at any regular or special meeting of the Board.

**ARTICLE VIII  
EXPENSES**

Members of the County Road Administration Board shall receive no compensation for their service on the Board, but shall be reimbursed for travel and other expenses incurred while attending meetings of the Board in accordance with Board member Travel policy and section 10.70 of the Office of Financial Management State Administrative and Accounting Manual.

**ARTICLE IX  
DATE OF ADOPTION**

These By-Laws have been revised, reviewed and adopted by the County Road Administration Board on this 18<sup>th</sup> Day of October 2001.

Revised April 27, 2005.

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Chairman