

**Ada County Highway District
Developers Advisory Committee Bylaws**

Last Amended by Resolution Number 2459 on April 8, 2026

ARTICLE I: Name

The name of said committee shall be the Ada County Highway District Developers Advisory Committee (hereinafter referred to as the "Committee").

ARTICLE II: Form of Committee

The Committee shall be an advisory committee made up of volunteers actively engaged in residential, commercial, industrial, or mixed-use development within Ada County. Committee members must live or work in Ada County and have current or recent development activity within Ada County and be in good standing with ACHD. The Committee should represent as many jurisdictions as practical and encompass a broad cross section of development interests within Ada County.

ARTICLE III: Purpose

The Committee shall make recommendations to the Ada County Highway District (ACHD) on issues related to development policy, standards, capital planning, impact fees, scheduling of roadway improvements, and process improvements. The Committee shall serve as a structured forum for communication between ACHD and the development community.

ARTICLE IV: Membership

Appointments and terms shall be as follows:

- A. Committee members shall serve two-year terms. Terms shall be staggered so that approximately one-half of the members are appointed each January. Elections of officers shall take place at the regular January meeting, and officer terms shall begin at the close of that meeting. Members may serve unlimited consecutive terms. Members not seeking re-appointment must submit in writing to the Chair and the ACHD Staff Liaison by November of the year their term expires.

- B. If the staggered term structure becomes unbalanced, the Committee may reset staggered terms at a January election by temporarily adjusting term lengths as necessary to restore approximately one-half of the members

elected each year. Members will use whatever method they deem appropriate to determine the members who will be designated to have one- and two-year terms as needed.

- C. Member Vacancy: A committee member position shall be deemed vacant when:
1. A member may voluntarily resign prior to the expiration of an appointed term or prior to formal appointment following application.
 2. A member may be removed from the Committee at the discretion of the ACHD Director with the advice and consent of the Commission President.
 3. A member may be removed if their absences exceed two (2) meetings in a calendar year. Absences are expected to be communicated to the Chair and Staff Liaison ahead of scheduled meetings. Absences can be excused after the meeting occurs in emergency situations.
 4. A member may be removed for failure to participate in Committee activities or for behavior that negatively impacts the Committee's purpose or reflects poorly on ACHD.
- D. Removed committee members will be notified of their removal via email from the Chair and/or staff liaison.
- E. Member Resignation: A member who resigns from committee membership must provide written notification to the chairperson and the Staff Liaison. The notice shall specify an effective date of resignation, and whenever possible, should be submitted at least thirty days prior to the effective date of resignation.
- F. The Committee shall consist of a minimum of seven (7) volunteer members, and a maximum of thirteen (13).
- G. The ACHD staff member assigned to the committee, or a designee, will attend all meetings. Other ACHD staff members may also attend based on need. Ex Officio members may include representatives from other government or partner agencies within Ada County. Ex Officio members shall not be entitled to vote. The ACHD Commission President can assign themselves or other Commissioners as Ex Officio members.
- H. The Committee shall make all reasonable accommodations to enable the participation of its members and/or guests who are persons with disabilities.

- I. There shall be no fee required for membership. Committee members serve on a volunteer basis and are not compensated. ACHD may provide reasonable accommodations to support participation by individuals with disabilities, including services such as accessible transportation, interpreters, or similar assistance when necessary.
- J. Members may not speak to the media or policy making boards on behalf of the committee without permission of the ACHD Director. At no time shall members represent or portray themselves to the media and or policy making boards as an ACHD employee, representative or agent or represent themselves as having decision making authority on behalf of ACHD.

K. ARTICLE V: Meetings

The Committee shall meet quarterly unless otherwise determined by majority vote. The time, hour and place of these meetings shall be set by a consensus of the Committee with final approval from ACHD. All meetings shall occur at ACHD headquarters unless otherwise approved by ACHD. All meetings of the Committee shall be called, noticed, held and conducted in accordance with the State of Idaho Open Meeting Law.

Meetings shall not exceed ninety (90) minutes. In the event of the absence of the chair at the meeting, the vice-chair shall run the meeting.

In the event of the absence of the vice chair a committee member who receives the most votes by the committee shall preside over that meeting so long as a quorum is present.

- A. Additional Meetings: When deemed expedient, or at the request of the majority of the committee, the committee chairperson or the staff liaison may call additional meetings of the committee to be held at such time and place as stated by the committee chairperson. Additional meetings shall be called, noticed, held and conducted in accordance with the State of Idaho Open Meeting Law. Staff is not required to attend special or informal meetings.
- B. Quorum: At any meeting, a quorum shall consist of a majority of the committee /subcommittee(s) members. No action item requiring the committee's vote shall be resolved in the absence of a quorum.
- C. Conflict of Interest: Members acknowledge that, by virtue of their profession, they may have a financial or business interest in matters discussed. Such

general industry interest does not require recusal. Members shall disclose and recuse themselves from matters uniquely affecting a specific project, contract, enforcement action, or financial obligation in which they or their employer have a direct and particularized interest. The ACHD Director retains authority to disqualify a member for conflict of interest or appearance of fairness.

D. Voting:

1. The vote on all questions coming before the committee/subcommittee(s) shall be by voice vote, a show of hands, or other effective method. The chair of the committee shall vote in all cases, when present. To pass, a question must receive a majority of the votes; in the case of a tie, the question fails.
2. Upon request by any committee member, a vote will be tallied and recorded in the meeting minutes.

E. Attendance: Members are expected to attend all regular meetings, but up to two (2) absences per year are allowed.

F. The ACHD staff liaison shall cause to be prepared the meeting agenda and take meeting notes/minutes.

1. Minutes will be kept of all meetings.
2. Draft meeting minutes will be sent to the members prior to the next meeting. All official records of the Committee shall be kept at ACHD's headquarters.
3. Draft minutes will be considered for adoption at the next Committee meeting and, after approval, posted on the ACHD web site and, upon request, will be made available for public inspection during regular business hours.

G. Calendar: Committee calendar will be formalized at the final meeting of each calendar year for the next calendar year. Calendar will be posted at ACHD Headquarters.

ARTICLE VI: Officers

A. The committee chair shall be nominated by the committee and be appointed by the ACHD Director, and the vice-chair shall be elected by the committee.

B. Officers shall serve one-year terms and may be reappointed by majority vote of the committee.

C. Officers – Duties

1. Chair:

- a. The chair shall preside over all regular committee meetings.
- b. The chair shall formulate the agenda with input from members and ACHD staff.
- c. The chair shall oversee the committee work plan.
- d. The chair shall serve as the spokesperson for the committee as authorized by ACHD.
- e. The chair shall perform such other duties as required and approved by the committee.

2. Vice-Chair:

- a. The vice-chair shall assist the chair in fulfilling his/her duties and shall serve as chairperson during the absence of the chairperson.
- b. The vice-chair shall ensure that all committee activities adhere to the committee bylaws.
- c. The vice-chair shall also perform such other duties as required and approved by the committee.

D. Officer Resignation: An officer may resign from office by giving written notice or e-mail to the chairperson. The notice should be submitted at least thirty (30) days prior to the effective date of resignation.

E. Officer Vacancy: In the event the chairperson is unable to fulfill his/her duties or resigns in the middle of a term, the process of Article VI A. shall apply.

ARTICLE VII: Recruitment, Appointment and Confirmation of Members

A. Members shall be appointed by the ACHD Commission President with the advice and consent of the ACHD Commission.

B. The Commission may solicit recommendations from industry organizations, professional associations, or existing Committee members to ensure balanced representation across development sectors.

ARTICLE VIII: Subcommittees

Subcommittees that may be deemed helpful to the work of the Committee and the accomplishment of its purpose can be formed by a majority vote of the committee. Subcommittees shall cover issues relevant to the mission of the Committee. At least one (1) officer of the advisory committee shall attend each subcommittee meeting. Subcommittees may not create a quorum and staff liaison is not expected to attend.

ARTICLE IX: Finances

The committee shall neither receive funds nor make disbursement of its own authority. Discretionary funding from the Chief of Operations and Infrastructures budget may be used as needed and approved by the Director.

ARTICLE X: Support Services

ACHD Director or designee shall designate a staff member assigned to the Committee and the Staff Liaison shall serve as coordinator of the Committee. The ACHD staff member or a designee assigned to the committee will attend all meetings. Other ACHD staff members may also attend based on need. Mailing, telephone and other support services essential to the work of the Committee will be provided by ACHD. Other ACHD staff can be assigned as needed.

ARTICLE XI: Amendments

These bylaws may only be amended by the ACHD Commission. The Committee may recommend to the ACHD Commission changes to the bylaws.