

**BYLAWS OF  
THE HUMAN SERVICES ADVISORY COMMISSION & SCOTTSDALE HOUSING  
AGENCY GOVERNING BOARD**

The Scottsdale Human Services Advisory Commission ("Commission") was established by Ordinance No. 1110, adopted by the Scottsdale City Council on or about February 7, 1978. The Ordinance, as amended, has been codified as Division 3, Chapter 2 of the Scottsdale Revised Code, consisting of sections 2-276 through 2-279.

The Commission, by the authority granted by S.R.C. § 2-278, hereby adopts the following rules and regulations ("Bylaws") to apply to its meetings and procedures:

**1.0. POWERS AND DUTIES.**

1.1. The Commission, pursuant to Scottsdale Revised Code Section 2-279 and with the assistance of City staff, shall advise the city council on:

- a) The existing human services provided by the City for the purpose of improving and modifying services.
- b) The planning and development of human services to address the needs of the citizens of Scottsdale.
- c) The coordination of private agencies, city services, and other governmental agencies delivering human services in Scottsdale.
- d) Providing opportunities for citizen involvement in the operation of City facilities where human services are provided, as well as citizen participation in human service programs and activities conducted in the city.
- e) Any other matters upon which the city council requests the Commission's advice or assistance, whether by ordinance or otherwise.

1.2. The Commission shall review and make recommendations to the City Council on applications for funding made by organizations seeking to provide housing and human services programs, activities or services to benefit the community and its residents. The funding sources for which the Commission shall provide review and recommendations include, but are not limited to, those made available through: Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Scottsdale Cares, Scottsdale Community Endowment Fund, Herbert R. Drinkwater Youth Services Fund, and City general fund.

1.3. The Commission shall report to the city council once a year on activities of the Commission, or as otherwise requested by the council.

1.4. As authorized by the City Council through Resolution No. 12108, the Commission shall

constitute the Scottsdale Housing Agency Governing Board ("SHA Governing Board"), acting as the governing authority for matters related to the administration, operation, and management of the Housing Choice Voucher Program and Family Self Sufficiency Program, collectively known as the Scottsdale Housing Program ("Program"). While acting as the SHA Governing Board, the procedures established in Section 10.0 of these Bylaws shall be followed. Where the more specific provisions of Section 10.0 do not apply, then the remainder of these Bylaws shall be followed.

## **2.0. OFFICERS AND ELECTIONS.**

2.1. The officers of the Commission shall be Chairperson and Vice-Chairperson.

2.2. The Chairperson and the Vice-Chairperson shall be elected at a Commission meeting held in September. They shall take office immediately upon completion of voting and serve a term of one year. The Chairperson shall be elected first and the Vice-Chairperson immediately thereafter.

2.3. Elections shall be conducted as follows: nominations from the floor shall be requested and accepted; a motion to close nominations shall be entertained; and upon passage of the "close" motion, the election vote shall be taken by a show of hands. A Commission member receiving a majority of the votes cast shall be elected to the office.

2.4. A vacancy in the office of Vice-Chairperson shall be filled by election at the first public meeting following the Chairperson's notification of the vacancy. An election to fill a vacancy shall be conducted as provided in subsection 2.3, above.

2.5. Officers who have served a full term of office may succeed themselves, but only for one (1) additional term. Neither the succession of a Vice-Chairperson to fill a vacancy in the office of Chairperson for the remainder of a term of office, pursuant to subsection 3.4(c), below, nor the election of a Commission member to fill a vacancy for the remainder of a term of office of Vice-Chairperson shall constitute a full term of office for term limitation purposes.

## **3.0. DUTIES OF OFFICERS.**

3.1. The Chairperson shall exercise the powers and duties of the office with the assistance and cooperation of the Human Services Director ("Director"). The Director shall serve as the Commission's chief staff advisor, who will provide information, research, personnel and other assistance to help the Commission in performing its duties.

3.2. The Chairperson shall also:

- a) Preside over all of the meetings of the Commission, preserve order and decorum, decide all questions of order and conduct the proceedings of the meetings using *Roberts' Rules of Order* as a guideline, unless otherwise provided by these Bylaws of the Commission or Scottsdale City Charter or ordinance.
- b) Provide direction to the Director regarding the preparation of meeting agendas and

conducting Commission meetings.

- c) Represent the Commission in all official contacts with the mayor, city council, city manager and other city officials and to the public. No other member of the Commission shall represent it in these official contacts unless designated and authorized to do so by the Chairperson, or by the Commission as a whole.
- d) Sign all official documents of the Commission, with the exception of the minutes and general correspondence.
- e) Insure that the members are adequately informed on all items of business and take steps necessary to insure a free flow of information from all relevant sources.
- f) Call special meetings and cancel regular meetings for cause, including lack of a quorum.
- g) Invite individuals to testify, in their personal or representative capacity, to address the Commission on matters of mutual interest and concern. Members may also issue such invitations, but only through the Chairperson or Director.
- h) Inform the city council of any vacancy on the Commission.
- i) Appoint a parliamentarian, if deemed necessary, who shall be a Commission member.
- j) Work with the Director to prepare the "Annual Report of the Human Services Advisory Commission to the City Council", and submit it to the members for consideration and approval.

3.4. The Vice Chairperson shall:

- a) Assist the Chairperson in all appropriate matters.
- b) Assume the duties and powers of the Chairperson upon the absence or incapacity of that officer, including the duty to preside over all Commission meetings.
- c) Declare vacant the office of Chairperson when in fact that situation does exist, and succeed to the office for the remainder of the term.

#### **4.0. MEETINGS.**

4.1. Regular meetings of the Commission are on the second and fourth Thursday of the month, or upon such days as otherwise may be agreed upon by a majority of the Commission in consultation with the Director. The Chairperson or a majority of the Commission may schedule additional regular meetings. In the event the Commission desires to cancel a future meeting, it may do so by a majority vote at a public meeting. When it is determined between public meetings that a meeting should be cancelled for lack of a quorum or other reason, the Chairperson or if not available, the Vice-Chairperson may so cancel by posting notification of

cancellation at least twenty-four (24) hours prior to the scheduled meeting at all legal posting sites in the City of Scottsdale. The Commission may recess during the same timeframe as the City Council.

4.2. Special meetings may be called by the Chairperson. Upon written request of at least three members, the Chairperson shall call a special meeting at the earliest possible time.

4.3 Work Study Sessions may be used to provide the Commission with information and to allow the Commission an opportunity to discuss City issues in detail and in a less formal manner. No action shall be taken at a Work Study Session. Work Study Sessions or Executive Sessions may be held before or after any regular or special meeting or at any other time on call of the Chairperson or of a majority of the commissioners, which call shall be filed with the Director or staff designee, or as may be scheduled by a majority of the commissioners constituting a quorum at any previous meeting.

4.4. A quorum for any regular or special meeting shall consist of a majority of the current members of the Commission. No meeting of the Commission shall be conducted without a quorum of its members present.

4.5. It is the responsibility of each Commission member to attend every meeting of the Commission. If a Commission member is unable to attend a meeting, it is his or her responsibility to inform the Director, as soon as possible prior to the meeting. If a Commission member is unable or unwilling to fulfill their duties on the Commission, it is his or her responsibility to notify the Chairperson and resign from the Commission.

4.6. Inquiries and directives from the city council shall automatically be placed upon the agenda of the first meeting following their reception by the Chairperson or the Director.

4.7. Matters of business coming from public and civic organizations, and from individuals and groups must be received by the Chairperson or Director at least ten (10) days before the meeting in which it is to be considered.

4.8. All meetings of the Commission shall be conducted in accordance with the provisions of the Arizona Open Meetings Laws (A.R.S. §§ 38-431 *et seq.*). Meetings shall be attended by the Director, or the Director's designee, and such staff members or other persons as the Director may invite to inform, advise or assist the Commission.

## **5.0. COMMITTEES.**

5.1. A committee of the Commission shall not be created unless authorized by the City Council prior to its creation. Any committee created following City Council authorization may include only members of the Commission unless the City Council approves the appointment of a nonmember.

## **6.0. AMENDMENTS.**

6.1. Proposed amendments to these Rules and Regulations shall be submitted, in writing, by at least two Commission members to the Chairperson. Each Commission member shall receive a copy of the proposed amendment(s), as soon as possible.

6.2. The Chairperson shall introduce the proposed amendment at the first meeting after receiving the written proposal ("Introduction Meeting"). Final action shall be taken at the next meeting of the Commission.

6.3. A vote of two-thirds of the members voting on the proposed amendment(s) shall be required for approval.

6.4. An amendment may be approved at the Introduction Meeting, if: (1) copies of the proposed amendment(s) were distributed to and received by all Commission members not less than three (3) days before such meeting; and (2) consent to the proposed amendment(s) is unanimous.

#### **7.0. CONFLICT OF INTEREST.**

Members shall take an active part in the Commission's deliberations and vote on every question presented to the Commission, unless to do so would or might constitute a violation of the Arizona Conflict of Interest Laws (A.R.S. §§ 38-501 *et seq.*). In the event that a member of the Commission determines that he or she has or may have a conflict of interest, the member shall make known that interest in the official record of the Commission and refrain from participating in or voting upon the issue or question.

#### **8.0. REMOVAL FROM OFFICE.**

In the event a member of the Commission is unwilling or unable to serve, or if any member is absent or tardy from three (3) consecutive meetings, or four (4) meetings within a six (6) month period, then the chair shall notify the Mayor or the Mayor's designee so that consideration of removal and replacement of the member may be scheduled for City Council action. The Chairperson shall notify the Mayor, in writing, of any vacancy created for any other reason.

#### **9.0. LIMITATIONS ON TERM OF OFFICE.**

9.1 The Scottsdale Revised Code provides that a member of an appointive board or commission must resign as a member of the board or commission prior to offering himself or herself for nomination or election to any salaried public office, including city, state or federal offices.<sup>1</sup> The Code further provides that a board or commission member shall be deemed to have offered himself or herself for election upon the filing of a nomination paper pursuant to A.R.S. 16-311, or making a public declaration of candidacy, whichever occurs first. Resignation under this Code provision must be made in writing and filed with the city clerk, and is effective upon filing.

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<sup>1</sup> Scottsdale Revised Code § 2-242.

9.2. Members' terms shall comply with S.R.C. 2-241(d) as amended.

**10.0 SHA GOVERNING BOARD.**

10.1. Membership. When acting as the SHA Governing Board and so long as required by law, the Commission will be augmented by one Program participant in good standing who meets federal eligibility requirements as verified by the Human Services Director or designee. The Program participant member shall be directly assisted by the SHA Housing Program, expressly named in the housing lease, and eighteen years of age or older. The SHA Governing Board shall annually appoint the Program participant member who shall serve a 1-year term and be a full member of the SHA Governing Board, taking part in the decisions related to the SHA's administration, operation, and management. Should the SHA become eligible for a Program participant member exception or should federal requirements so allow, the SHA Governing Board may dispense with the necessity to annually appoint a Program participant member.


10.2. Officers. The annually elected Commission Chairperson and Vice-Chairperson shall act as the SHA Governing Board Chairperson and Vice-Chairperson respectively.

10.3. Meetings. All meetings of the SHA Governing Board shall be conducted in compliance with the Arizona Open Meeting Law and shall have an agenda and minutes separate from other Commission business. The SHA Governing Board may meet on the same date as a scheduled Commission meeting but shall meet separately (a) before the Commission meeting, or (b) after the Commission meeting has been held and adjourned.

10.4. Conflict of Interest. The SHA Program participant member may not be excluded from participating in any matter before the SHA Governing Board on the grounds that the member's lease for housing or the member's status as a housing resident or as a recipient of housing assistance either results or may result in a conflict of interest, unless the matter is clearly applicable to the Program participant member only in a personal capacity and applies uniquely to that member and not generally to residents or to a subcategory of residents.<sup>2</sup>

**CERTIFICATION**

The Human Services Advisory Commission hereby certifies that the foregoing Bylaws were duly adopted by the consent majority of the members on October 21, 2021

By:  2/9/2023  
Chairperson Date

<sup>2</sup> 24 C.F.R. § 964.430(c).