

BYLAWS OF THE SCOTTSDALE BOND TASK FORCE

I. ORGANIZATION

101. Chairperson

The Task Force shall be organized as provided in City Council Resolution 9093. The Task Force shall, at its first meeting, elect a Chairperson from among its appointed members. The Chairperson shall serve until the earlier of the date that the Task Force has completed its proposed duties or July 30, 2013 if the Task Force has not been disbanded. The Chairperson shall preside at all meetings and hearings of the Task Force, decide all questions of order or procedure and perform the duties as specified in these rules. -

102. Vice-Chairperson

The Task Force shall, at its first meeting, elect a Vice-Chairperson from among its appointed members, who shall serve in the absence or incapacity of the Chairperson. The Vice-Chairperson shall serve until the earlier of the date that the Bond Task Force has completed its proposed duties or July 30, 2013 if the Task Force has not been disbanded.

103. Vacancy

Vacancies for Chairperson or Vice-Chairperson created by any cause shall be filled for the unexpired term by a new election. Such election shall take place at the next regular or special meeting of the Task Force.

104. Candidacy for Elective Public Office

Any Task Force member shall resign as a member prior to offering him/herself for nomination or election to any salaried public office, including city, state, or federal offices. A Task Force member shall be deemed to have offered him/herself for election upon the filing of a nomination paper pursuant to A.R.S. § 16-311, or making a declaration of candidacy, whichever occurs first. A resignation must be made in writing and filed with the City Clerk and is effective upon filing.

105. Committees

The Task Force may not appoint such Committees from the membership unless said committee is authorized by the City Council prior to its creation. These Committees, if properly authorized, shall be empowered to meet with the City Staff, City Council, Transportation Task Force, Parks and Recreation Task Force or any other such official body, and shall make such reports to the Task Force as may be requested by a majority vote of the members of the Task Force. A quorum of any Committee shall be a majority of the members of the Committee.

106. Legal Counsel

The City Attorney, or his designated representative, shall be the legal counsel for the Task Force.

II. MEETINGS

201. Regular Meetings

Regular meetings of the Task Force shall be held pursuant to a work plan to be reviewed and periodically approved by the Task Force at a time and place determined by the Chairperson, and communicated to Task Force members at least seven (7) days in advance. When circumstances are believed to exist that would justify a different date for a regular meeting, the Chairperson shall reschedule the meeting to a time more appropriate within the same two week period and shall communicate the new schedule to Task Force members at least seven (7) days in advance. The chairperson may exercise his/her discretion to cancel a regular meeting if a proposed agenda contains no new items nor any unfinished items requiring a vote of the Task Force.

202. Special Meetings

Special meetings for good cause may be held by the Task Force on call of its Chairperson or of a majority of its members, which call shall be filed with the City Engineer, or as may be scheduled by a majority of the members at any previous meeting. The manner of the call shall be noted in the minutes of the special meeting, and at least seven (7) days notice of the meeting shall be given to each member. When circumstances are believed to exist that would prevent a quorum from convening, the Chairperson may reschedule a special meeting to a time when a quorum would likely be available or cancel the special meeting.

203. Quorum

A quorum necessary for the transaction of business shall consist of a majority of the current members of the Task Force. The business of the Task Force shall be transacted by the majority vote of members present.

204. Member Attendance

If any Task Force member shall be absent without being excused by the Chairperson from three (3) consecutive regular meetings, or from any four (4) meetings within a six-month (6) period, the Chairperson shall, following the Task Force's recommendation, request removal and replacement of the member with a city council appointed replacement. Until said replacement is appointed, the Task Force shall continue to meet so long as at least five (5) appointees continue to serve the committee.

205. Order of Business

The order of business shall be as follows:

- a. Call to order
- b. Call of the roll
- c. Approval of minutes of previous meeting
- d. Unfinished business from previous meeting
- e. New business
- a. Open call to the public for comments
- g. Adjournment

206. Notice of Business Matters

Matters of business coming from public and civic organizations or any other individuals and groups must be received by the Chairperson or the Chairperson's designee at least ten (10) days before the meeting at which such matters are to be considered.

III. OFFICIAL RECORDS

301. Definition

The official records shall include the Bond Task Force Resolution, these bylaws and amendments thereto, and the minutes of the Task Force together with all reports and other official statements.

302. Public Record

All of the official records of the Task Force shall be maintained in the office of the City Engineer. Such official records shall be open to public inspection during Customary working hours.

303. Recording of Vote

The minutes shall show the vote of each member on every question on which the Task Force acts and any statement members may wish to make regarding their vote.

IV. RULES AND AMENDMENTS

401. Amendment Procedure

Amendments to these bylaws may be made by the Task Force upon the affirmative vote of a majority of the current members of the Task Force, provided any such amendment is proposed at a preceding meeting, or is submitted in writing at a prior regular meeting of the Task Force, and is noted in the minutes of such meeting. Amendments adopted as above shall become effective at the next meeting of the Task Force.

402. Copy of Rules and Regulations

A copy of these adopted bylaws and rules and any amendments thereto shall be placed on record in the office of the City Engineer and the City Clerk within ten (10) days of the date of their adoption.

403. Robert's Rules of Order

When any question of parliamentary procedure arises, it shall be decided on the basis of *Robert's Rules of Order* unless otherwise provided by statute or ordinance or specified in these Bylaws of the Task Force.

404. Written Communications

All written communications to outside groups shall be sent out over the signature of the Chairperson or Vice-Chairperson of the Bond Task Force.

405. Interpretation and Conflict

In the event that any Bond Task Force bylaws shall be at variance with any statute or any ordinance or resolution of the City of Scottsdale, the statute, ordinance, or resolution shall prevail. These bylaws are intended only to supplement such ordinance and resolutions and may not amend, annul, or abrogate any ordinance or resolution of the City of Scottsdale.

406. Disbanding of Task Force

The Bond Task Force shall make its final recommendations to the City Council, and shall be dissolved without further action no later than July 30, 2013, unless otherwise directed by the City Council.

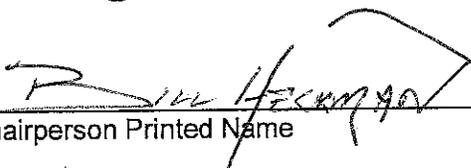
PASSED AND ADOPTED by the Bond Task Force this fifth day of September, 2012.



Chairperson Signature

9/5/2012

Date



Chairperson Printed Name

APPROVED AS TO FORM:

Office of the City Attorney

By 

John C. Shafer, III
Assistant City Attorney