

2016 APR 21 PM 3:35

I. PURPOSE

The Scottsdale Citizens' Bond Oversight Committee (the "Committee") was established pursuant to Ordinance No. 4225, dated October 6, 2015 (the "Establishment Ordinance") and shall be organized as provided therein. Pursuant to the Establishment Ordinance, the purpose, powers and duties of the Committee are to (1) receive reports on the City's progress in implementing the bond program authorized at the November 3, 2015 election (the "2015 Bond Program"), (2) review any proposed project changes to the 2015 Bond Program and (3) provide such comments to the City Council as the Committee deems appropriate.

II. ORGANIZATION

201. Elections

The Committee shall annually, at its first meeting after January 1, elect a Chair and Vice-Chair from among its appointed members. The Chair and Vice-Chair shall take office immediately upon the completion of nomination and voting and shall each serve for a term of one year or until their successors are elected. The Chair shall be elected first and the Vice-Chair immediately thereafter.

202. Chair

The Chair shall preside at all meetings and hearings of the Committee, decide all questions of order or procedure, and perform the duties as specified in these Bylaws. The Chair shall be eligible for re-election to one additional term.

203. Vice-Chair

The Vice-Chair shall be the acting Chair and shall perform all duties of the office whenever the Chair is absent, is unavailable or has declared a conflict of interest. The Vice-Chair shall be eligible for re-election to one additional term.

204. Vacancy

Should the office of the Chair be vacated, the Vice-Chair will succeed him/her for the remaining term of office. At the next Committee meeting, a new election will be held for the Vice-Chair's office. Should the Vice-Chair's office be vacated, a new election will be held at the next Committee meeting to elect a Vice-Chair. Those elected pursuant to this section shall not be considered as having served a full term.

205. Candidacy for Elective Public Office

Any Committee 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 Committee 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.

206. Subcommittees

The Committee may not appoint subcommittees on any subject pertinent to the matters of concern to the Committee from the membership unless said subcommittee is authorized by the City Council prior to its creation. These subcommittees may include only members of the Committee unless the City

## Scottsdale Citizens' Bond Oversight Committee Bylaws

Council approves the appointment of non-members. These subcommittees, if properly authorized, shall be empowered to meet with the City Staff, City Council, Transportation Commission, Parks and Recreation Commission or any other such official body, and shall make such reports to the Committee as may be requested by a majority vote of the members of the Committee. A quorum of any subcommittee shall be a majority of the members of the subcommittee.

### 207. Staff Liaison

The Committee shall interact with city management and staff through a liaison. The Staff Liaison shall be the City Engineer or other City staff member designated by the City Manager. It shall be the duty of the Staff Liaison to conduct all official correspondence of the Committee; send out all approved Committee notices; publicly disseminate all agendas; be responsible for taking and distributing minutes; perform all the customary duties of the office; and perform any other such administrative duties as shall be reasonably requested by the Committee.

### 208. Legal Counsel

The City Attorney, or his/her designated representative, shall be the legal counsel for the Committee.

## III. MEETINGS

### 301. Regular Meetings

Regular meetings of the Committee shall be held quarterly on the second Thursday of January, April, July, and October at a place and time determined by the Chair, and communicated to the Committee members at least ten days in advance. When circumstances are believed to exist that would justify a different date for a regular meeting, the Chair may reschedule the quarterly meeting to a time more appropriate within the same quarter and shall communicate the new schedule to Committee members at least ten days in advance. The Chair 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 Committee.

### 302. Special Meetings

Special meetings for good cause may be held by the Committee on call of its Chair or of a majority of its members, which call shall be filed with the Staff Liaison, 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 ten 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 Chair may reschedule a special meeting to a time when a quorum would likely be available or cancel the special meeting.

### 303. Open Meeting Laws

All meetings of the Committee and any subcommittees shall be conducted in accordance with the provisions of the Arizona Open Meeting Laws.

### 304. Quorum

A quorum necessary for the transaction of business shall consist of a majority of the current members of the Committee. The business of the Committee shall be transacted by the majority vote of members present and voting. Pursuant to *Robert's Rules of Order*, members who abstain from voting, or who do not vote, will not be counted to determine the number of votes required to achieve a majority.

## Scottsdale Citizens' Bond Oversight Committee Bylaws

305. Proxy Voting  
There shall be no proxy voting on the Committee or any of its subcommittees, nor can proxies be extended for the purpose of establishing a quorum of the Committee or any of its subcommittees.
306. Member Attendance  
If any member of the Committee is unwilling or unable to serve, or if any member of the Committee is absent or tardy from three consecutive meetings, or from any four meetings within a six-month period, the Chair shall notify the Mayor or the Mayor's designee so that the consideration of removal and replacement of the member may be scheduled for City Council action. These rules shall apply to the City Council-approved subcommittees as well, except for the method of appointment.
307. Tie Vote  
If an agenda item receives a tie vote of the members present, then the item is deemed to be denied.
308. Conflict of Interest  
Members of the Committee shall comply with the State Conflict of Interest Law, Title 38, Chapter 3, Article 8, Arizona Revised Statutes.
309. 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
  - f. Open call to the public
  - g. Chair items
  - h. Adjournment
310. Notice of Business Matters  
Matters of business coming from public and civic organizations or any other individuals and groups must be received by the Chair or the Chair's designee at least ten days before the meeting at which such matters are to be considered.

## IV. OFFICIAL RECORDS

401. Definition  
The official records shall include the Establishment Ordinance, these Bylaws and amendments thereto, and the minutes of the Committee together with all reports and other official statements.
402. Public Record  
All of the official records of the Committee shall be maintained in the office of the City Clerk. Such official records shall be open to public inspection during customary working hours.
403. Recording of Vote  
Minutes shall be kept for all meetings of the Committee and shall show the vote of each member on every question on which the Committee acts, or shall indicate absence or failure to vote, and show any statement any member may wish to make

Scottsdale Citizens' Bond Oversight Committee Bylaws

regarding his/her vote. The minutes shall reflect a summary of the general course of any discussion.

V. RULES AND AMENDMENTS

501. Amendment Procedure

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

502. Copy of Bylaws, 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 Staff Liaison and the City Clerk within ten days of the date of their adoption.

503. Robert's Rules of Order

When any question of parliamentary procedure arises, it shall be decided using *Robert's Rules of Order* as a guideline, unless otherwise provided by statute or ordinance or specified in these Bylaws of the Committee.

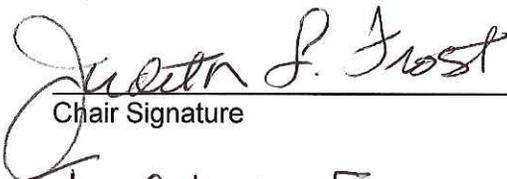
504. Written Communications

All written communications to outside groups shall be sent out over the signature of the Chair, or the Vice-Chair if the Chair is not available.

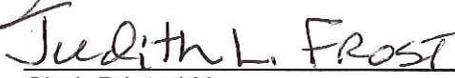
505. Interpretation and Conflict

In the event that any Citizens' Bond Oversight Committee 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.

PASSED AND ADOPTED by the Scottsdale Citizens' Bond Oversight Committee this 14th day of April, 2016.

  
\_\_\_\_\_  
Chair Signature

4/14/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chair Printed Name

APPROVED AS TO FORM:

Office of the City Attorney

  
\_\_\_\_\_

Kimberly M. McIntier  
Assistant City Attorney