

GENERAL PLAN TASK FORCE

PURPOSE OF THE TASK FORCE

The General Plan Task Force (the Task Force) was established by Resolution 9394 and amended by Resolution No. 9820 to 1) create and deliver a recommended draft General Plan to the Scottsdale Planning Commission, 2) review and consider contents of the 2001 General Plan and non-ratified 2011 General Plan, as well as any past community input on the General Plan, in the General Plan draft, 3) and work with the Planning Agency to host and/or attend community meetings for public input on the General Plan.

I. ORGANIZATION

101. Establishment

The Task Force shall be organized as provided in City Council Resolution Nos. 9394 and 9820. All members of the Task Force are voting members.

102. Chair and Vice-Chair

The Task Force shall consist of one (1) Chair and one (1) Vice-Chair from among its appointed members. The Chair and Vice Chair shall serve while the Task Force is in existence. The Chair 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. In the absence of the Chair, the Vice-Chair shall preside.

103. Chair and Vice-Chair

Vacancies for Chair and Vice-Chair created by any cause shall be filled by an election from among its appointed and currently-serving, Task Force members. 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, except as provided in Section 106 of these By-Laws, unless said committee is authorized by the City Council prior to its creation. These Committees, if properly authorized, shall be empowered to meet with City Staff, City Council, Planning Commission, 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. Committees must consist of at least three (3), but not more than eight (8), Task Force members. A quorum of any Committee shall be a majority of the members of the Committee.

106. Public Meeting Representatives

The Task Force may appoint representatives for public meetings regarding the General Plan from the membership by a majority vote of the Task Force. These representatives, if properly authorized, shall be empowered to present official statements on behalf of the Task Force, if properly authorized according to Section 403 of these by-laws, and attend and observe public meetings, with or without assistance of city staff. Task Force representatives at public meetings shall not deliberate or take action on official business of the Task Force in a manner that would violate any State or City of Scottsdale Open Meeting Laws or Policies. Such public meetings may include, but are not limited to, community meetings hosted by the City of Scottsdale, meetings with individuals, meetings of formal or informal community groups, and meetings of City of Scottsdale Boards and Commissions, as well as the City Council.

107. Staff Liaison

It shall be the duty of the Staff Liaison to conduct all official correspondence of the Task Force; send out all approved Task Force notices; prepare and publicly disseminate all agendas; be responsible for taking and distributing minutes; perform all the customary duties of the office; and perform and other such administrative duties as shall be reasonably requested by the Task Force.

108. Legal Counsel

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

109. Disbanding of Task Force

The Task Force shall make its final recommendations on the General Plan to the Planning Commission and shall sunset without further action unless otherwise directed by the City Council.

II. MEETINGS

201. Regular Meetings

Regular meetings of the Task Force shall be held pursuant to a work plan to be reviewed and approved by the Task Force. When circumstances are believed to exist that would justify a different date for a regular meeting, the Chair shall reschedule the meeting to a time more appropriate within the same two (2) week period and shall communicate the new schedule to Task Force members at least (7) days in advance. When it is determined between public meetings that a meeting should be canceled for lack of a quorum or other reason, the Task Force Chair may so cancel by posting notification of cancellation in as timely a manner as possible, and at least 24 hours prior to the scheduled meeting, as required by the Open Meeting Law, at all the legal posting sites in the city of Scottsdale, as determined by the City Council.

202. Special Meetings

Special meetings for good cause may be held by the Task Force on call of its Chair or 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 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 Chair may reschedule a special meeting to a time when a quorum would likely be available or cancel the special meeting.

203. 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.

204. Quorum

A quorum is necessary to hold a meeting and for the transaction of business. A quorum 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, except as provided in Section 205 of these Bylaws. As per *Roberts Rules of Order*, members who abstain from voting, or who do not vote, shall not be counted to determine the number of votes required to achieve a majority.

205. Member Attendance

If any Task Force member resigns or shall be absent without good cause or prior notice to the Staff Liaison, or Chair from three (3) consecutive regular meetings, or from any four (4) meetings within a six-month period, the Staff Liaison in consultation with the Chair shall place an action item on the next available Task Force's meeting's agenda to replace the member in question with a person on the Task Force's City Council-approved alternate list. Where possible, the approved alternate should have the same community member characteristics (i.e. geographic location, Town Hall participation, etc.) of the person to be replaced, pursuant to the selection criteria. Until said replacement is appointed, the Task Force shall continue to meet so long as at least fifteen (15) appointees continue to serve the committee.

206. Conflict of Interest

All members of the Task Force shall comply with the State Conflict of Interest law, A.R.S Title 38, Chapter 3, Article 8, and City of Scottsdale Ethics code provisions.

207. Tie Vote

If an agenda item receives a tie vote of the members present, the item is deemed to be denied. In the event of a tie vote, a member who voted in the negative may, in the same meeting, offer a motion to continue the item to a future meeting of the Task Force.

208. Public Comment, Presentations, Time Limits

Any member of the public, whether speaking on his/her own behalf or as a representative of an organization or group when addressing the Task Force on any matter on the agenda, shall be limited to a three (3) minute presentation. The Chair may, upon a showing of good cause, suspend this rule to allow more time for comment on a particular matter or for a particular individual.

209. Order of Business

The order of business shall be as follows:

- a. Call to order
- b. Call of the roll
- c. Open call to the public for comments on agenda items
- d. Approval of minutes of previous meeting
- e. Discussion of agenda items
- f. Adjournment

III. OFFICIAL RECORDS

301. Definition

The official records shall include the General Plan Task Force Resolution No. 9394 and 9820, these bylaws and amendments thereto, the notice, agendas and minutes of the Task Force together with all reports and other official statements issued by the Task Force.

302. Public Record

All of the official records of the Task Force shall be maintained by the Planning Agency. Such official records shall be open to public inspection during customary working hours.

303. Meeting Minutes

The minutes shall show the vote of each member on every question on which the Task Force acts, or if absent, failing to vote, and any statement members may wish to make regarding their vote. The minutes shall reflect a summary of the general course of any discussion.

304. Agenda

The agenda for all regularly scheduled meetings shall be prepared by the Staff Liaison at least twenty-four (24) hours prior to any meeting, and made available to the public. The agenda and public notice shall be in accordance with all public open meeting laws.

IV. RULES

401. Copy of Rules and Regulations

A copy of these adopted Bylaws and rules shall be placed on record in the office of the Planning Agency and the City Clerk within ten (10) days of the date of their adoption.

402. Written Communications

All written communications on behalf of the Task Force to outside groups shall be sent out over the signature of the Chair of the General Plan Task Force.

403. Public Representation

Task Force members who desire or are asked to speak or present information on behalf of the Task Force, shall do so only if a majority of the Task Force has voted in agreement. Task Force members may speak publicly on behalf of themselves as individuals only without a majority vote of the Task Force.

405. Interpretation and Conflict

In the event that any General Plan 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.