



BYLAWS OF THE SCOTTSDALE HOUSING BOARD

1. ORGANIZATION

a. Chair

The Housing Board shall, at its January meeting, elect a Chair from among its appointed members. The Chair shall preside at all meetings and hearings of the Housing Board, decide all points of order or procedure and perform all duties required by Sections 2-331 through 2-340 of the Scottsdale City Code or these rules. The Chair shall be eligible for re-election. The Chair may not initiate motions but may vote on each issue.

b. Vice Chair

The Housing Board shall, at its January meeting, elect a Vice Chair from among its appointed members who shall serve in the absence of the Chair. The Vice Chair shall be eligible for re-election.

c. Vacancy

Vacancies for Chair or Vice Chair created by any cause shall be filled for the unexpired term by a new election of the Board. Such election shall take place at the next regularly scheduled meeting of the Housing Board after the vacancy occurs, and those elected shall not be considered as having served a full term for term limit purposes.

d. Sub-committees

The Housing Board may appoint such sub-committees as it feels necessary on any subject pertinent to the matters being heard by, and of natural concern, to the Housing Board. The Board may appoint one of its members to serve as chair of such sub-committee. These sub-committees shall be empowered to meet with Housing program administration, City Council, or any other such official body, and shall make such reports to the Housing Board as may be requested by a majority of the members of the Housing Board. No sub-committee of the Board shall be empowered to take any official action of the Board, unless specifically authorized by a majority of the Board.

2. MEETINGS

a. Regular Meetings

Regular meetings of the Housing Board shall be held on the second Tuesday of each month.

b. Special Meetings

Special meetings may be held by the Housing Board on call of its Chair or of a majority of its members, which call shall be filed with the Citizen and Neighborhood Resources Department, 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 twenty-four (24) hours notice of the meeting shall be given to each member.

c. Public Meetings and Study Sessions

All meetings and study sessions of the Housing Board shall be open to the public. Any action calling for a formal vote shall take place only at a public meeting and on only those items listed on the agenda.

d. Quorum

A quorum necessary for the transaction of business shall consist of four (4) members of the Housing Board. The business of the Housing Board shall be transacted by the majority vote of members present.

e. Absence of Chair or Vice Chair

In the absence of the Chair and Vice Chair, the senior board member present may convene the meeting.

f. Member Attendance

If any member of the Housing Board shall be absent from three (3) consecutive or four (4) of six (6) scheduled meetings, the Chair shall notify the Mayor and Council of the attendance record of the member.

g. Applicant/Presentation Attendance

The applicant, or an authorized agent or agents, in any case being heard before the Housing Board, shall be present in person unless the Citizen and Neighborhood Resources Department or Chair of the Housing Board has been notified of the absence, in writing, prior to the public hearing.

h. Agenda items

Items will be placed on the agenda by the Staff Liaison, with the concurrence of the Chair or by a majority vote of the members of the Housing Board. All agendas of the Housing Board must include an open call to the public.

i. Conflict of Interest

All members of the Housing Board shall comply with the State Conflict of Interest Law, Title 38, Chapter 3, Article 8, Arizona Revised Statutes.

j. Abstention

Any member who may subjectively believe participating in discussion or voting on issues coming before the Housing Board could give the appearance to the general public of a conflict of interest may voluntarily abstain from participating in such topics.

3. OFFICIAL RECORDS

a. Definition

The official records shall include Sections 2-331 through 2-340 of the Scottsdale City Code as amended, these by-laws, the minutes of the Housing Board together with all findings, maps, and other official statements.

b. Recording of Vote

The minutes shall show the vote of each member on every question on which the Housing Board is required to act.

c. Retention of Files

All documents and other matters coming before the Housing Board shall be filed in the Citizen and Neighborhood Resources Department in accordance with that department's general file system. The Secretary shall keep a permanent file of all plats, maps, charts, reports, resolutions, notices, correspondence, or other matters filed with or issued by the Housing Board as set forth on the City's retention schedule approved by the State Library and Archives.

d. Amendment Procedure

Amendments to these by-laws may be made by the Housing Board upon the affirmative vote of four (4) members, provided any such amendment is proposed at a preceding meeting, or is submitted in writing at a prior regular meeting of the Housing Board, and is noted in the minutes of such meeting. Amendments adopted as above shall become effective at the next regular meeting of the Housing Board.

e. Copy of By-Laws

A certified copy of these by-laws and any amendments thereto shall be placed on record in the office of the City Clerk within ten (10) days of the date of their adoption.

f. Robert's Rules of Order

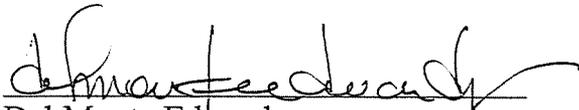
When any question of parliamentary procedure arises, Robert's Rules of Order shall be consulted. The Chair shall make a final decision on all questions of parliamentary procedure and meeting management.

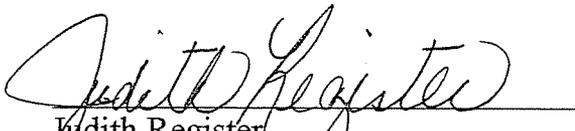
g. Interpretation and Conflict

In the event that any Housing Board Bylaw shall be at variance with any State 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.

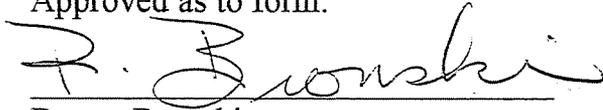
h. Call to the public

All agendas will include an open call to the public.


Del Monte Edwards
Chairman Housing Board


Judith Register
General Manager

Approved as to form:


Donna Bronski
Deputy City Attorney

Approved: 9/13/05