

# RULES AND REGULATIONS

## SCOTTSDALE HUMAN SERVICES ADVISORY COMMISSION

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 to apply to its meetings and procedures:

### 1.0. POWERS AND DUTIES.

1.1. The Human Services Advisory Commission ("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) Any other matters upon which the city council requests the Commission's advice or assistance, whether by ordinance or otherwise.

1.2. In furtherance of its powers and duties, the Commission shall make recommendations to the city council on funding human services programs and services through reviewing applications made through the CDBG process as well as through monies available through Scottsdale Cares.

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

### 2.0. OFFICERS AND ELECTIONS.

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

2.2. The Chairperson and the Vice-Chairperson shall be elected at the first meeting of the Commission in the month of January. They shall take office immediately upon completion of

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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. The Human Services 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 in accordance with the rules contained in *Roberts' Rules of Order*, unless otherwise provided by statute or ordinance.
- b) Provide direction to the Human Services Director regarding the preparation of meeting agendas and conducting Commission meetings.
- c) Appoint members and Chairpersons of all standing and ad hoc Committees.
- d) 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.
- e) Sign all official documents of the Commission, with the exception of the minutes and general correspondence.

- f) 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.
- g) Call special meetings and cancel regular meetings for cause, including lack of a quorum.
- h) 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 Human Services Director.
- i) Inform the city council of any vacancy on the Commission.
- j) Appoint a parliamentarian, if deemed necessary, who shall be a Commission member..
- k) Work with the Human Services 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 shall be held twice a month 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.

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. 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.

4.4. 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 Human Services 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.

4.5. Inquires 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 Human Services Director.

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

4.7. 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 Human Services Director ("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. The Commission may establish standing committees. The Chairperson of the Commission may establish ad hoc committees.

5.2. Committees appointed by the Commission or the Chairperson may, as applicable, include only members of the Commission, unless as otherwise expressly provided by the city council. The chairperson of any committee shall be a member of the Commission. The quorum of any committee shall be a majority of the members of the committee.

## **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, serve on standing and ad hoc committees 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.**

If any regular member shall be absent for four (4) consecutive meetings, or from four meetings within a 6-month period, the Chairperson may, at the direction of the Commission, notify the mayor and council for consideration of removal and replacement of the member. 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.

9.2. No member shall serve for more than six (6) consecutive years on the Commission.<sup>2</sup>

PASSED AND ADOPTED by the Human Services Advisory Commission of the City of Scottsdale this 13<sup>th</sup> day of December, 2001.



John Bitenc  
Chairperson

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

<sup>2</sup> Article 5, § 1, Scottsdale City Charter.