

## RULES AND REGULATIONS OF THE SCOTTSDALE NEIGHBORHOOD ENHANCEMENT COMMISSION

1. RULES AND REGULATIONS. These Rules and Regulations (“Rules”) are adopted by the Scottsdale Neighborhood Enhancement Commission (“Commission”) pursuant to Scottsdale Revised Code Section 2-324.

### 2. PURPOSE

a. The Commission is formed pursuant to Chapter 2, Division 10, Sections 2-321 through 2-324 of the Scottsdale City Code. The Commission, with the assistance of city staff, will advise the City Council on matters related to:

- i. the implementation of the City’s Neighborhood Enhancement Program.
- ii. enhancing the long-term viability of Scottsdale’s neighborhoods.
- iii. preventing the decline and deterioration of neighborhoods by empowering citizens to help themselves.
- iv. projects and concepts developed or proposed by the Commission, city staff and citizens to assure that they reflect the concerns of the neighborhoods and community.
- v. building neighborhood self-esteem by encouraging awareness of the unique role each neighborhood plays now, and has played, in the development of Scottsdale, and build a sense of neighborhood pride, both in the physical and the attitudinal sense.
- vi. encouraging the building of unity, both within neighborhoods and between neighborhoods, for the goal of a unified, cohesive Scottsdale, thereby achieving and maintaining a nurturing environment.
- vii. encouraging neighborhoods to develop a sense of identity, recognizing the unique features and character embodied within and accentuating them.
- viii. elevating the concept of neighborhood “health, safety, welfare and viability” to first priority consideration among residents, property owners and city government.
- ix. improving communication between the community and the city.
- x. such other matters as the City Council may direct.

### 3. ORGANIZATION

- a. Chairman

The Commission shall, at its first regular meeting each calendar year, elect a Chairman from among its appointed members. The Chairman shall preside at all meetings and hearings of the Commission, decide all points of order or procedure, and perform all duties required by Sections 2-321 through 2-324 of the Scottsdale City Code or these Rules. The Chairman shall be eligible for re-election. The Chairman may not initiate motions or engage in protracted discussion, but will vote on each issue.

b. Vice Chairman

The Commission shall, at its first regular meeting each calendar year, elect a Vice Chairman from among its appointed members, who shall serve in the absence of the Chairman. The Vice Chairman shall be eligible for re-election.

c. Vacancy

Vacancies for Chairman or Vice Chairman created by any cause shall be filled for the unexpired term by a new election. Such election shall take place at the next regularly scheduled meeting of the Commission, and those elected shall not be considered as having served a full term.

d. Candidacy for Elective Public Office

In accordance with Scottsdale Revised Code section 2-242, a member of the Commission shall resign as a member of the Commission prior to offering himself or herself for nomination or election to any salaried public office, including city, state or federal offices.

e. Committees

The Commission may appoint such committees as it feels necessary on any subject pertinent to the matters being heard by, and of natural concern to, the Commission. The Commission may appoint one of its members to serve as chairman of such committee. These committees shall be empowered to meet with the City Council, or any other such official body, and shall make such reports to the Commission as may be requested by the Chairman or by a majority of the members of the Commission. All committees shall comply with the Open Meeting Law, Arizona Revised Statutes Section 38-431 *et seq.*

#### 4. MEETINGS

a. Regular Meetings

Regular meetings of the Commission shall be held on the first Wednesday of each month at 5:30 p.m.

b. Special Meetings

Special meetings for good cause may be held by the Commission on call of its Chairman or of a majority of its members, which call shall be filed with city staff, 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 Hearings and Study Sessions

All hearings and study sessions of the Commission shall be open to the public. Any action calling for a formal vote shall take place only at a public hearing.

d. Quorum

A quorum necessary for the transaction of business shall consist of four (4) members of the Commission. The business of the Commission shall be transacted by the majority vote of members present, except as provided in section 4(e).

e. Absence of Chairman and Vice Chairman

In the absence of the Chairman and Vice Chairman, the senior commission member present may convene the meeting.

f. Member Attendance

If any member of the Commission shall be absent from three (3) consecutive or four (4) of the six regular meetings, the Commission may recommend to the City Council that his/her office be vacated.

g. Applicant/Presentation Attendance

The applicant, or an authorized agent or agents, in any case being heard before the Commission, shall be present in person unless city staff or the Chairman of the Commission has been notified of the absence, in writing, prior to the public hearing. If the applicant or his authorized agent or agents shall not present such notice and shall not appear before the Commission as regularly scheduled, the Commission may recommend that the City Council approve the application, deny the application, or continue the application until the next funding cycle.

h. Order of Business

The Chairman shall determine the order of business for all meetings of the Commission.

i. Agenda Items

Items will be placed on the agenda by city staff with the concurrence of the Chairman, or by a majority vote of the members of the Commission.

j. Conflict of Interest

All members of the Neighborhood Enhancement Commission shall comply with Arizona Revised Statutes Section 38-501 *et seq.*, Conflict of Interest of Officers and Employees,

and City of Scottsdale Ordinance No. 3675, Code of Ethical Behavior for City Officers. In accordance with the Code of Ethical Behavior, Commission members are strongly encouraged to avoid involvement in situations where a ruling declares no technical conflict of interests, but where active participation might raise the perception of undue influence or impropriety.

## 5. OFFICIAL RECORDS

### a. Definition

The official records shall include these Rules, Commission minutes, 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 Commission is required to act, and any statement any member may wish to make regarding his vote.

### c. Retention of Files

City staff shall keep a file of all applications, plats, maps, charts, reports, resolutions, notices, correspondence, or other matters filed with or issued by the Commission. All Commission files shall be retained as long as is required by the City's records retention policies.

### d. Public Record

In accordance with Arizona Revised Statutes Section 39-121 *et seq.*, all of the records of the Commission shall be open to inspection by any person at all times during office hours.

### e. Amendment Procedure

Amendments to these Rules may be made by the Commission 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 Commission and is noted in the minutes of such meeting. Amendments adopted as above shall become effective at the next regular meeting of the Commission.

### f. Copy of Rules and Regulations

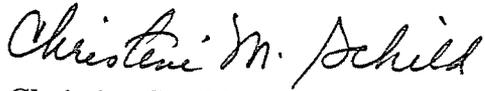
A copy of these Rules, as amended, shall be filed with city staff and the City Clerk within ten (10) days of the date of their adoption.

### g. Robert's Rules of Order

When any question of parliamentary procedure arises, it shall be decided on the basis of Robert's Rules of Parliamentary Procedure, unless otherwise specified in these Rules.

h. Interpretation and Conflict

These Rules are subject to all applicable federal, state, county and city laws, ordinances, resolutions, orders or regulations.



Christine Schild

Chair

12-12-2007  
Date

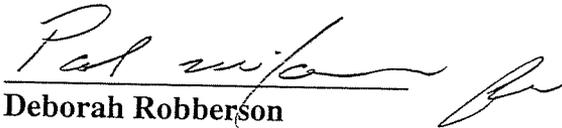


Raun D. Keagy

Interim General Manager  
Citizen and Neighborhood  
Resources Department

12/12/07  
Date

**APPROVED AS TO FORM:**



Deborah Robberson  
City Attorney