



RULES AND REGULATIONS SCOTTSDALE PARKS AND RECREATION COMMISSION

The Scottsdale Parks and Recreation Commission ("Commission") was established by Ordinance No. 91, which was passed and adopted by the Scottsdale City Council on September 29, 1960. The Ordinance, as amended on October 5, 1981 changed the official name of the Commission to the Parks and Recreation Commission. The Ordinance provisions relating to the Parks and Recreation Commission have been codified as section 20-1 of the Scottsdale Revised Code.

The Commission, pursuant to Scottsdale Revised Code Section 20-1, hereby adopts the following rules and regulations to govern its affairs:

1.0. POWERS AND DUTIES.

1.1. As set forth in section 20-1 of the Scottsdale Revised Code the powers and duties of the Parks and Recreation Commission are to:

- (a) Advise the city council, when requested by the city staff, on offers to the city of real and personal property to be used for park or recreational purposes.
- (b) Advise, counsel and aid the council in the purchase, sale, lease or other method of acquiring or disposing of lands, structures and facilities for use as parks or recreational centers.
- (c) Advise, counsel and aid the council and city manager in the operation, use, care and maintenance of areas owned, leased or otherwise acquired by the city for use as parks or recreational centers.

2.0. OFFICERS AND ELECTIONS.

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

2.2. The Chairperson and the Vice-Chairperson shall be elected annually, at the first meeting of the Commission in the month of January. The Chairperson and Vice-Chairperson shall take office immediately upon completion of nomination and voting and shall each serve for 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. The nominated

Commission member ("Commissioner") receiving a majority of the votes cast shall be elected to the office that is being filled.

2.4. Should the office of the Chairperson become vacant, prior to the expiration of the Chairperson's term of office, the Vice-Chairperson will succeed him/her for the remainder of the term. At the next regularly scheduled Commission meeting a new election will be held for the office of Vice-Chairperson. An election to fill a vacancy shall be conducted as provided in subsection 2.3, above.

2.5. 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 in the office of Vice-Chairperson shall be conducted as provided in subsection 2.3, above.

2.6. 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 AND COMMISSIONERS.

3.1. The Chairperson will:

a) Exercise the powers and duties of the office with the assistance and cooperation of the the Parks and Recreation and Parks and Grounds Management Divisions' Directors ("Directors"). The Directors shall serve as the Commission's chief staff advisors, who will provide information, research, personnel and other assistance to help the Commission in performing its duties.

b) 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.

c) Provide direction to the Directors regarding the preparation of meeting agendas and conducting Commission meetings.

d) Appoint members and Chairpersons of all standing and ad hoc committees of the Commission.

e) Represent the Commission in all official contacts with the mayor, city council, city manager and other city officials, and the public. No other member of the Commission shall represent the Commission in these official contacts, unless designated and authorized to do so by the Chairperson, or by the Commission as a whole.

f) Sign all official documents of the Commission, with the exception of the minutes and general correspondence. The minutes shall be signed by the Directors once they are approved by the Commission at a public meeting.

g) Ensure, with the assistance of the Directors, that the members are adequately informed on all items of business and take steps necessary to facilitate a free flow of information from all relevant sources.

h) Call special meetings and cancel regular meetings for cause, including lack of a quorum.

i) Invite individuals to testify, in their personal or representative capacity, to address the Commission on matters of mutual interest and concern.

j) Inform the city council of any vacancy on the Commission.

3.2. The Vice-Chairperson will:

a) Assist the Chairperson, as may be requested by the Chairperson.

b) Assume the duties and powers of the Chairperson, including the duty of presiding over Commission meetings, in the absence or incapacity of the Chairperson.

c) Declare vacant the office of Chairperson when that situation exists and succeed to the office of Chairperson for the remainder of the Chairperson's term.

3.3. Commissioners will:

a) Attend all meetings of the Commission. If a Commissioner is unable to attend a meeting, it is his or her responsibility to inform the Chairperson and one of the Directors, as soon as possible, prior to the meeting.

b) Attend the "Boards and Commission Orientation" session provided by City staff at the next regularly scheduled time following appointment to the Commission.

c) Advise the Chairperson if they are unable to fulfill their duties as a member of the Commission and submit a written resignation to the Chairperson. The Chairperson will inform the mayor and city council of any vacancy resulting from a resignation. A new appointment will be made by the city council, in accordance with applicable provisions of the Scottsdale Revised Code and City policies relating to appointments of board and commission members.

d) Invite individuals to testify, in their personal or representative capacity, to address the Commission on matters of mutual interest and concern.

4.0. MEETINGS.

4.1. Regular meetings of the Commission shall be held twice a month, on the first and third Wednesday of the month, or upon such days as otherwise may be agreed upon by a majority of the Commission. Regular meetings may be cancelled when in the judgment of the Chairperson there is insufficient business to justify a meeting, it appears that there will not be a quorum of the Commission present at the time of the scheduled meeting, or it is otherwise determined that conducting the scheduled meeting is not in the best interest of the Commission or the public. In the event of the cancellation of a scheduled meeting, the Directors shall use their best efforts to give the public notice of the cancellation of the meeting.

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. Inquiries and directives from the city council shall automatically be placed on the agenda of the first meeting following the receipt of the inquiry or directive by the Chairperson and/or the Directors.

4.5. Suggested matters of business for the Commission coming from public and civic organizations, or from an individual or group must be received by the Chairperson or Directors at least ten (10) days before the meeting in which the matter is sought to be considered to allow for preparation of the meeting agenda and compliance with the Arizona Open Meetings Laws (A.R.S. §§ 38-431 et seq.) ("Arizona Open Meetings Laws").

4.6. All meetings of the Commission shall be conducted in accordance with the provisions of the Arizona Open Meetings Laws. Meetings shall be attended by the Directors, or the Directors' designees, and such staff members or other persons as the Directors 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. All meetings of the standing or ad hoc committees established by the Commission, or the Chairperson, shall be conducted in accordance with the provisions of the Arizona Open Meetings Laws.

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. A majority of the members of any committee shall constitute a quorum 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 a 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 a majority of the members voting on the proposed amendment(s) shall be required for approval of the amendment(s).

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. In the event that a Commissioner believes that he or she has a potential conflict of interest on a matter to be considered by the Commission, the member may contact the attorney from the City Attorney's staff, who advises the Commission, to assist in determining if a conflict of interest exists.

8.0. REMOVAL FROM OFFICE.

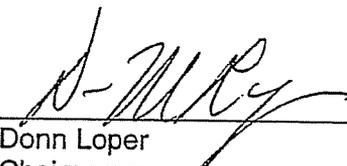
If any regular member shall be absent for four (4) consecutive meetings, or from four meetings within a 6-month period, the Chairperson may, at the direction of the Commission, notify the mayor and council for consideration of removal and replacement of the member. The Chairperson shall notify the mayor, 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.¹ 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.²

PASSED AND ADOPTED by the Parks and Recreation Commission of the City of Scottsdale this 7th day of September, 2005.


Donn Loper
Chairperson

¹ Scottsdale Revised Code § 2-242.

² Article 5, § 1, Scottsdale City Charter.