

AMENDED BYLAWS

TOURISM ADVISORY TASK FORCE

I. **Purpose**

The Tourism Advisory Task Force of the City of Scottsdale, Arizona (the "Task Force") was established pursuant to Resolution No. 9448, dated July 1, 2013 (the Establishment Resolution"). Pursuant to the Establishment Resolution, the purpose and duties of the Task Force are to serve in an advisory capacity to City Council in regard to the Tourism Development and Marketing Strategic Plan. The Advisory Task Force will: 1) be custodians of the plan vision and strategies 2) ensure the plan is progressing, including achieving objectives and meeting milestones, and 3) periodically communicate with strategic leads, and report and make recommendations about the plan to the City Council.

II. **Organization**

A. Elections

The Task Force, at its first meeting, shall elect from its members a Chairperson and a Vice-Chairperson. The term of office shall be for one (1) year or until their successors are elected.

B. Chairperson

The Chairperson shall preside at all meetings and hearings of the Task Force, decide all points of order or procedure, make periodic progress reports to City Council, and perform any duties required by ordinance or these rules.

C. Vice-Chairperson

The Vice-Chairperson shall be the acting Chairperson and shall perform all duties of the office whenever the Chairperson is absent, is unavailable or has declared a Conflict of Interest.

D. Vacancy

Should the office of the Chairperson be vacated, the Vice-Chairperson will succeed the Chairperson for the remaining term of office. At the next Task Force meeting, a new election will be held for the Vice-Chairperson's office. Should the Vice-Chairperson's office be vacated, a new election will be held at the next Task Force meeting to elect a Vice-Chairperson.

E. Candidacy for Elective Public Office

Any Task Force member, upon publicly announcing candidacy for elective public office, or upon filing petitions to become a candidate for elective public office, shall resign from the Task Force prior to the next public meeting of the Task Force.

- F. Committees
A committee of the Task Force shall not be created unless authorized by the City Council prior to its creation. Any committee created following City Council authorization may include only members of the Task Force unless the City Council approves the appointment of a nonmember.
- G. Staff Liaison
The Task Force shall interact with city management and staff through a staff liaison. The staff liaison shall be the Tourism and Events Director or other city staff member designated by the Tourism and Events Director.
- H. Legal Counsel
The City Attorney or designated representative shall be the legal counsel for the Task Force.
- III. **Meetings**
- A. Regular Meetings
Regular meetings of the Task Force may be held at such time and place as the Task Force may from time to time prescribe. Regular meetings shall be held at least once a quarter of the calendar year unless decided otherwise by a majority of the Task Force. Meeting notices shall be posted at least twenty-four (24) hours prior to the scheduled meeting. When the Chairperson or staff liaison determines between public meetings that a meeting should be cancelled for lack of quorum or other reason, a meeting may be cancelled by posting notification of cancellation at least 24 hours prior to the scheduled meeting. Required notices about meetings shall be made at legal posting sites in the City of Scottsdale as directed by the City Council.
- B. Special Meetings and Executive Sessions
Special meetings may be held by the Task Force on call of its Chairperson, or of a majority of its members as polled by City staff, or as scheduled by a majority of the members at any previous meeting. At least twenty-four (24) hour notice of the meeting shall be given to each member. City staff shall receive forty-eight (48) hour notice and shall post meeting notices twenty-four (24) hours before such meeting. Executive Sessions, when needed, will be held during the regular meeting or at a special meeting and will be scheduled through a motion and vote by the Task Force at a prior meeting.
- C. Location of Meetings
The location of meetings shall be designated by the Chairperson.
- D. Quorum
A quorum necessary for the transaction of business shall consist of a majority of the appointed members but in no case less than six (6) members of the Task Force. The business of the Task Force shall be transacted by the majority vote of members present.

- E. Member Attendance
As stated in Scottsdale Revised Code 2-241(h), in the event a member of a board or commission is unwilling or unable to serve, or if any member is absent or tardy from three (3) consecutive meetings, or four (4) meetings within a six (6) month period, then the chair shall notify the Mayor or the Mayor's designee so that consideration of removal and replacement of the member may be scheduled for city council action.
- F. Public Comment, Presentation, Time Limitations
Any member of the public addressing the Task Force on any matter, whether speaking individually or as a representative of a property owner, organization or group, shall be limited to a five (5) minute presentation. The Chairperson may suspend this rule on a particular matter or for a particular individual.
- G. Meeting Agendas
The Chairperson will select items for the meeting agenda with assistance from the staff liaison. Members, organizations or interested citizens desiring an item to be placed on the next meeting's agenda should make a request at a Task Force meeting or notify the Chairperson at least fourteen (14) days preceding the commission meeting.
- H. Conflict of Interest
Members of the Task Force shall comply with the State Conflict of Interest Law, Title 38, Chapter 3, Article 8, Arizona Revised Statutes.
- I. Abstention
Any member who may subjectively believe that participating in discussion or voting on cases coming before the Task Force could give to the public an appearance of impropriety may voluntarily abstain from participating in such cases.
- J. Order of Business
The order of business shall be as follows:
 1. Call to order
 2. Public comments
 3. Approval of minutes of previous meetings
 4. Agenda items
 5. Future agenda items
 6. Adjournment
- K. Robert's Rule of Order
Question of parliamentary procedure shall be decided on the basis of Robert's Rules of Parliamentary Procedure, unless otherwise specified in these bylaws.
- L. Member Conduct
A written code of conduct or ethics is not considered necessary for members of the Task Force, beyond that which is already required by law or City ordinance (Ord. No. 3675, Code of Ethical Behavior). Members are expected to treat each other, staff, and citizens with respect and civility in public meetings. Appropriate conduct includes following the bylaws of the Task Force. The Chairperson, after

soliciting input from the Task Force, shall notify the City Council if a Task Force member engages in behavior considered to be inappropriate by the Chairperson and may recommend to City Council that the member be replaced.

M. Conduct by the Public

Citizens are expected to treat each other, members of the Task Force, and staff with respect and civility in public meetings and to follow the instructions of the Task Force Chairperson. Inappropriate conduct by a citizen, as determined by the Chairperson, may result in a citizen being asked to leave a meeting or, if necessary, being removed from the meeting.

IV. Official Records

A. Definitions

The official records shall include these bylaws, meeting minutes, and all findings, applications, maps, photos, exhibits, correspondence, decisions, and other official actions or other items filed with or issued by the Task Force.

B. Retention of Files

All applications and other matters coming before the Task Force shall be filed in the Tourism and Events Office in accordance with that department's general file system. The staff liaison shall keep a permanent file of all applications, exhibits, findings, correspondence, decisions, and other official actions of the Task Force. Original applications shall be retained as long as is required by standard City procedure.

C. Recording of Vote

Minutes shall be kept for all meetings of the Task Force and shall show the vote of each member on every question on which the Task Force is required to act, or shall indicate absence or failure to vote. Minutes shall also show records of the Task Force's examinations, remarks at public hearings, and other official actions. A member's declaration of a conflict of interest and related election to not participate in the discussion or vote on an agenda item shall be recorded in the minutes. The Task Force will review and approve minutes of the previous meeting at the regular meeting.

D. Public Record

The official records of the Task Force shall be public records open to public inspection during normal working hours, except as otherwise provided by law.

V. Communications by Task Force

A. Written Communications

All written communications to City Council and other official bodies, individuals, and outside groups shall be sent over the signature of the Chairperson or, if the Chairperson is not available, then over the signature of the Vice-Chairperson of the Task Force, or the staff liaison.

B. Public Representations, Presentations and Communications

The Chairperson is the designated spokesperson for the Task Force for public comment by the Task Force on topics within the purpose and duties of the Task Force. Requests for information on the activities of the Task Force will be forwarded to the Chairperson whenever possible. If the Chairperson is not available for an oral presentation or report to City Council or other official body, the Vice-Chairperson will be the spokesperson for the Commission to make the oral presentation. If a Task Force member publicly misrepresents a position the Task Force has taken or identifies themselves as a spokesman for the Task Force when they are only speaking as an individual, the conduct of the Task Force member will be reviewed by the Chairperson. The staff liaison or designee may speak on behalf of the City of Scottsdale's interest on a particular matter.

VI. **Amendments and Disbanding**

A. Bylaws Amendment Procedure

Members may propose amendments to these bylaws in writing or at a regular meeting. Proposed amendments are adopted upon the affirmative vote of six (6) members, at a regular meeting. Amendments become effective upon adoption unless otherwise stated in the motion approving the amendment.

B. Disbanding of Task Force

Pursuant to the Establishment Resolution, the Task Force shall make its final recommendation to the City Council no later than June 30, 2018, and shall thereupon be dissolved without further action, unless otherwise directed by the City Council.



Chairperson Signature

3-23-16
Date

John Holdsworth

Chairperson Printed Name

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY



Bruce Washburn
City Attorney

3/24/16
Date

Amended on 3-23, 2016