Revised 5/18/06

BY-LAWS OF THE SCOTTSDALE TRANSPORTATION COMMISSION

I ORGANIZATION

101. Elections

The Commission shall annually elect from their members a Chair and a Vice-Chair; the date for such election shall be set by the Commission each year. The term of office shall be one year and no officer shall succeed him or herself more than once.

102. Chair

The Chair shall preside at all meetings and hearings of the Commission, decide all points of order or procedure, and perform any duties required by ordinance or these rules.

103. Vice-Chair

The Vice-Chair shall be the Acting Chair and shall perform all duties of the office whenever the Chair is absent.

104. Vacancy

Should the office of the Chair be vacated, the Vice-Chair will succeed him or her for the remaining term of office. At the next Commission meeting a new election will be held for the Vice-Chair's office. Should the Vice-Chair's office be vacated, a new election will be held at the next Commission meeting to elect a Vice-Chair.

105. Commission Coordinator

It shall be the duty of the Commission Coordinator to conduct all official correspondence of the Commission; send out all notices; make up all agendas; be responsible for taking and distributing minutes; perform all the customary duties of the office; and perform any other such administrative duties as shall be reasonably requested by the Commission.

106. Committees

The Commission may appoint such committees as it feels necessary on any subject pertinent to the matters being heard by the Commission, and committees shall make such reports to the Commission as may be requested by a majority vote of the members of the Commission.

II. MEETINGS

201. Regular Meetings

Regular meetings of the Commission are generally to be held on the third Thursday of each month at 6:00 p.m. When it is determined between public meetings that a meeting should be canceled for lack of quorum or other reason, the Commission Coordinator may so cancel by posting notification of cancellation in as timely a manner as possible, and at least 24 hours prior to the scheduled meeting as required by the Open Meeting Law, at all the legal posting sites in the City of Scottsdale as determined by the City Council.

202. Special Meetings

Special meetings for good cause may be held by the Commission on call of its Chair or of a majority of its members, which call shall be filed with the Commission Coordinator, 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. The Commission Coordinator shall receive forty-eight (48) hours notice and shall post meeting notices twenty-four (24) hours, before such meeting. Study sessions and executive sessions may be held before or after any regular or special meeting, or at any other time on call of the Chair.

203. 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 401.

204. Location of Meetings

The location of meetings of the Transportation Commission shall be in the Kiva, City Hall, Scottsdale, Arizona, or other location as designated by the Chair, and posted in the office of the City Clerk.

205. Member Attendance

If any member of the Commission shall be absent from four (4) consecutive meetings, or if a Commission member shall be absent from five (5) meetings within a six-month period, in the absence of exceptional circumstances, his/her office shall be automatically vacated and a new member shall be appointed by the City Council. Any question regarding what constitutes an exceptional circumstance shall be decided by the Chair. The Chair or Commission Coordinator shall notify the City Clerk's office of any vacancy.

206. Public Comment, Presentations, Time Limitations

Any member of the public, whether speaking on his or her own behalf or as a representative of an organization or group, when addressing the Commission on any matter shall be limited to a three (3) minute presentation. The Chair may, upon a showing of good cause, suspend this rule to allow more time for comment on a particular matter or for a particular individual.

III. OFFICIAL RECORDS

301. Definitions

The official records shall include these rules and regulations, and the minutes of the Commission together with all findings, applications, exhibits, correspondence, decisions and other official actions or other items filed with or issued by the Commission.

302. Recording of Vote

Minutes shall be kept for all meetings of the Commission and shall show the vote of each member on every question on which the Commission is required to act, or shall indicate absence or failure to vote, and show records of other official actions.

303. Public Record

All of the official records of the Commission shall be public records, filed with the City Clerk by the Commission Coordinator and open to public inspection during normal working hours.

IV. RULES AND AMENDMENTS

401. 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.

402. Certified Copy

A certified copy of these rules and any amendments thereto shall be placed on record in the offices of the City Clerk within ten (10) days of being adopted, and shall further be sent to the Mayor and the members of the City Council within twelve (12) days.

403. Robert's Rules of Order

When any question of parliamentary procedure arises, Robert's Rules of Parliamentary Procedure should be used as a guide, with the Chair making the ultimate decision of how the meeting shall be conducted.

404. Written Communications

All written communications to outside groups in representation of the Transportation Commission shall be sent out over the signature of the Chair or Vice-Chair.

405. Interpretation and Conflict

In the event that any Transportation Commission by-laws 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 by-laws 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.

Adopted May 18, 2006.