

MILITARY & VETERANS AFFAIRS COMMISSION
CITY OF CHANDLER, ARIZONA

RULES OF PROCEDURE

ARTICLE I AUTHORITY

The Military & Veterans Affairs Commission has been established pursuant to Ordinance No. 4991, Section 2.22 of Chapter 2 of the Chandler City Code.

ARTICLE II PURPOSE, FUNCTION, AND DUTIES

Section 1 Purpose – The Chandler City Council is committed to honoring the service and sacrifice of Chandler’s military, veterans, their families, and the organizations that serve them. The Chandler City Council recognizes the opportunity to provide a forum for collaboration and partnership to further support the military and veteran community.

Section 2 Function – The Military and Veterans Affairs Commission shall serve as an Advisory Commission to the Chandler City Council.

Section 3 Duties – The Commission shall have the following duties:

- A. To advise the Mayor and Council concerning military and veterans related issues including the quality and effectiveness of veteran’s services in Chandler; and
- B. Educate the military and veteran community on available resources and support; and
- C. Collaborate and coordinate activities with military and veteran’s associations, commissions, and relevant government agencies; and
- D. Consider ways to acknowledge and honor the services and dedication of current military service personnel, veterans, and their family members; and
- E. Such other functions and duties as may from time to time be approved by the City Council.

ARTICLE III ORGANIZATION

Section 1 Officers and Staff - The Military and Veterans Affairs Commission shall elect its own officers at the first meeting of each year in January. No officer elected to the Commission shall serve in the same capacity for more than two consecutive one-year terms.

- A. **Officers** - The Commission shall elect a Chairperson (“Chair”) and Vice-Chairperson (“Vice-Chair”) at the first meeting.
 - I. The Chair shall preside at all meetings and hearings of the Commission and perform any duties required by law, ordinance, or these bylaws.
 - II. The Chair shall have the right to vote on all matters before the Commission and shall also have the right to make or second motions in the absence of a motion, or a second, made by a member.

- III. The Vice Chair shall act as Chair in the Chair's absence. In the absence of the Chair and Vice Chair, the Commission will select an Acting Chair to that meeting by a majority vote of the members present.
 - IV. In the event the Chair cannot complete the full term in that position, the Vice-Chair shall assume the duties of Chair.
 - V. Should the Vice-Chair be unable to complete the full term in that position, another Commissioner will be elected by the Commissioners at the meeting immediately following notice of the Vice-Chair's inability to complete the term.
 - VI. Chandler City Code Section 2-6 provides for forfeiture of office in certain scenarios including three consecutive unexcused absences from the Commission.
- B. **Staff** – The Community Services Director ("Director"), or the Director's designee, shall serve as staff liaison. A Secretary to the Commission ("Secretary") will be assigned by the Director.

ARTICLE IV MEETINGS

Section 1 Regular Meetings

- A. Regular meetings shall be held monthly or as determined by the Commission. The Commission will meet at least four times each year. The Commission generally meets on the second Tuesday of each month at 5:00 p.m., excluding legal City holidays. If the Commission determines that the regular meeting is too close to a holiday, such meeting shall either be canceled or rescheduled by motion or majority vote of the Commission.
 - I. Cancellation – If there are no action agenda items to be heard, a Regular Meeting may be cancelled by the Chair, Vice-Chair acting in the Chair's capacity, or Staff Liaison.
 - II. Location – Regular meetings of the Commission shall be held at the City Council Chambers Conference room, unless noticed or advertised differently.
- B. Regular meetings of the Commission shall be open to the public and the minutes of its proceedings, showing the votes on each issue and records of its examination and other official actions, shall be filed in the City Clerk's office as a public record. For any matter under consideration, any person may submit written comments and if attending in person, may speak to the issue upon being recognized by the Chair and stating his or her name and address and the names of any persons on whose behalf they are appearing.
- C. The Commission may, by a single consent motion, approve any number of actions where the Commission, Staff, and applicant are in agreement and where, after call and invitation by the Chair to do so. Should any member of the Commission so request, the Commission shall then withdraw it from the consent agenda for the purpose of public discussion and separate action.

Section 2 Special Meetings

- A. Special meetings for any purpose may be held on the call of the Chair or request of two or more members, all at least twenty-four (24) hours before the meeting. At least twenty-

four (24) hours notice shall be given to the general public by posting such notice in conformance with Chandler City Code and Arizona state law.

- B. Special meetings of the Commission shall be open to the public and the minutes of its proceedings, showing the vote of each member and records of its examination and other official actions, shall be filed in the City Clerk's office as a public record. For any matter under consideration, any person may submit written comments and if attending in person, may speak to the issue upon being recognized by the Chair and stating his or her name and address and the names of any persons on whose behalf they are appearing.
- C. The Commission may, by a single consent motion, approve any number of actions where the Commission, Staff, and applicant are in agreement and where, after invitation by the Chair to do so, no member of the Commission wishes to address any particular item designated for consent action by the Commission. Should any member of the Commission so request, the Commission shall then withdraw it from the consent agenda for the purpose of public discussion and separate action.

Section 3 Study Sessions

- A. Study sessions for any purpose may be held on the call of the Chair or request of two or more members, or by Staff giving notice to all the members by phone or email, or by verbal comment during a regular meeting, all at least twenty-four (24) hours before the meeting. At least twenty-four (24) hours notice shall be given to the general public in conformance with Chandler City Code and Arizona state law. The call and notice shall specify the time and place of the study session, and an agenda of the business to be transacted.
- B. Study sessions may be held before or after any regular meeting, subject to providing notice as provided herein. When a matter is set for a study session, public testimony may be barred or limited to particular persons at the discretion of the Chair.

Section 4 Field Trips – The Commission may take field trips for purposes relevant to a public hearing or other matter under consideration. All Commission field trips shall be taken as a part of a regular or special meeting, and all interested persons shall be afforded the opportunity to be present to hear any reports or comments. Notice of all field trips must be provided in advance as an agenda item for the meeting during which the field trip will take place. A record of the field trip shall be entered into the minutes, so that the record shall indicate that the field trip was taken into consideration as evidence. Nothing herein shall prevent less than a quorum of the Commission, or commission members individually at their own convenience and expense, from taking field trips, which are related to an action or other matter being considered.

Section 5 Quorum - A majority of the members of the Commission shall constitute a quorum for transacting business at any regular meeting. No action shall be taken at any regular meeting in the absence of a quorum, except to adjourn the meeting to a subsequent date. At a study session, any number of Commission members may hold discussion on agenda items.

Section 6 Agenda

- A. Preparation - An agenda shall be prepared by the Secretary for each regular meeting, study session, and special meeting of the Commission. The agenda shall include the various matters of business as scheduled for consideration by the Commission.
- B. Agenda Items – All items for action and discussion shall be submitted to the Secretary with documentation eight (8) calendar days in advance of the meeting, to be considered for action on an agenda.
- C. Withdrawal of Request - An item may be withdrawn by the Chair. Any item that has already appeared on a posted agenda may only be removed by publication of an amended agenda indicating that the item has been removed from the agenda.

ARTICLE V ORDERS OF BUSINESS

Section 1 Parliamentary Procedure

- A. The Chair shall call the Commission to order, and the Secretary shall record the members present and absent. The Chair may call each matter of business in the order filed and shall announce the name of the action. Supporting evidence for and against each matter shall be presented to the Commission.
- B. The Chair shall conduct meetings under Robert's Rules of Order unless such rules are suspended by majority vote of the Commission. The Chair shall direct questions to any person speaking, to bring out all relevant facts, circumstances, and conditions affecting the matter being considered, and then call for questions from other members of the Commission and from City Staff.

Section 2 Voting

- A. The affirmative vote of the majority of commissioners present shall be required for passage of any matter before the Commission. When a motion in favor of any action or other matter fails to receive an affirmative majority vote, i.e., a tie vote, it shall be entered into the minutes as a vote to deny the action being considered. In the event that there is no motion, or the motion dies for lack of a second, it shall be entered into the minutes as a denial of the action being considered. Nothing herein shall prevent any member from making a subsequent motion on any matter where a prior motion is not approved by a majority vote of all members present.
- B. A commissioner shall recuse himself or herself and abstain from voting whenever he or she has, or may have, a conflict of interest in the action under consideration, as described and provided by the Arizona Revised Statutes (ARS 38-501, et. seq.) and the Chandler Code (Sec. 2-4, and successors).
- C. Each commissioner attending shall be entitled to one (1) vote for each motion. The minutes of the proceedings shall indicate the vote of every matter acted upon and shall indicate any absence or failure to vote. No commissioner shall be excused from voting except when that commissioner has recused himself or herself, or on matters involving the consideration of his or her own official conduct, or such matters as referred to in Section III. B. (2) of these bylaws.

- D. A motion to adopt or approve staff recommendations or simply to approve the action under consideration shall, unless otherwise particularly specified, be deemed to include adoption of all proposed findings and execution of all actions recommended in the staff report on file in the matter.

Section 3 Recommendation to City Council - The Commission shall forward a recommendation to City Council of its findings and/or action(s) in writing with respect to the merits of the action within thirty (30) days of the conclusion of the meeting where the action was discussed.

ARTICLE VI OFFICIAL RECORDS

Section 1 Retention of Files - The official records of the Commission shall include these rules of procedure and minutes of meetings, which shall be deposited with the City Clerk's Office, and which shall be available to public inspection during customary office hours.

Section 2 Recording of Meetings - All public meetings of the Commission may be recorded by electronic device. Any person desiring to have a meeting recorded by an electronic device or by a stenographic reporter, at his or her own expense, may do so, provided that he or she consults the Commission's secretary to arrange facilities for such recording prior to the commencement of the meeting, or does not otherwise disrupt the proceedings.

ARTICLE VII AMENDMENTS

These rules of procedure may be amended by majority vote at any meeting of the Commission provided that notice of said proposed amendment is given to each member in writing at least five (5) days prior to said meeting, and provided that public notice of the proposed amendment has appeared on a posted agenda. Such amendment shall become effective at the next regular meeting of the Commission.

APPROVED AS TO FORM:

City Attorney

Date