

BYLAWS OF THE GLENDALE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

1. ORGANIZATION

1.1 Chairperson

The Chairperson is appointed by City Council and will preside at all meetings and hearings of the Committee, decide all points of order or procedures and perform the duties required by the city code or these by laws. The Chairperson may not initiate motions but may second and vote on each issue.

1.2 Vice Chairperson

The Vice Chairperson is appointed by City Council from among the appointed Committee members and will serve as chairperson of the committee in the absence of the appointed Chairperson.

1.3 Committee Members

The Committee will consist of 12 members, as follows: 4 representatives of low-income residents/neighborhoods, who shall be Glendale residents and shall be democratically selected, 4 representatives of community groups, organizations or businesses and 4 representatives of City Council Districts and/or Mayoral Office.~~13 members.~~ One of the 4 representatives of low-income residents/neighborhoods ~~member~~ will be recommended by the Glendale Elementary School District, and officially appointed by the City Council, in order to keep a close working relationship between the two entities as the district serves all low/moderate income neighborhoods within the city. This member will be a voting member.

1.4 Vacancies

The City Council will appoint new members to fulfill the remaining term of any member who vacates a seat of the Committee regardless of cause, including the Chairperson or Vice Chairperson, and meet the composition requirement for a tri-partite advisory committee.

1.5 Subcommittees

The Committee may form subcommittees, at its discretion and as it feels necessary, on any subject pertinent to the matters being heard by and of natural concern to the Committee. These subcommittees will be empowered to meet with the staff liaison to the Committee or any other official body and will report to the Committee as may be requested by a majority vote of the Committee. No more than five Committee members may serve on a subcommittee at any one time. All subcommittees are subject to the same laws as is the Committee, including the Arizona Open Meeting Law and the Arizona Public Records Law.

2. MEETINGS

2.1 Regular Meetings

Regular meetings of the Committee will be held at the appointed and duly noticed place, at 6:30 p.m. on the third Thursday of each month unless there is no business for the Committee's consideration, and in that event, the Chairperson, after consultation with City staff may on his or her own authority vacate the meeting.

2.2 Special Meetings

Special meetings for good cause may be held by the Committee by call of its Chairperson or as may be scheduled upon motion and approval by a majority of the members at any previous meeting. The manner of the call will be noted in the minutes of the special meeting, and at least twenty-four (24) hours notice of the meeting must be given to each member and must be properly posted in accordance with the Arizona Open Meeting Law.

2.3 Public Hearings and Study Sessions

The Committee will comply with the Arizona Open Meeting Law. All hearings and study sessions of the Committee must be properly noticed. Meetings are open to the public, except for executive sessions held in accordance with the law.

2.4 Quorum

A quorum of the Committee is not less than seven members. The business of the Committee will be transacted by the majority vote of members present, except as provided in Sections 3.5 and 4.1 or as required by law. A loss of a quorum during the meeting for any reason will constitute an adjournment of the meeting without the need for a motion or vote. In the event a quorum is lost due the recusal of a member, consideration of the item that caused the recusal and loss of a quorum will cease and the item will, without motion or vote, be continued until next meeting for de nova consideration.

2.5 Attendance

The City Council may, for any reasonable cause, remove any member of any board, commission, committee or advisory body. The absence of a member, except for ex-officio and non-voting members, from two consecutive regular meetings or from three regular meetings within a twelve-month period will automatically constitute reasonable cause for the removal of such absent member from the committee. If a member of the committee is removed pursuant to this section, the City Council, will, within a reasonable time, appoint a new member to fill the unexpired term of the former member.

2.6 Order of Business

The order of business will be in accordance with the agenda noticed in accordance with the Arizona Open Meeting Law, however, the Chairperson, upon consultation with City staff, may exercise discretion to alter the order of business for purposes of efficiency or to assure an orderly and fair hearing.

2.7 Abstention

All members of the Committee must comply with Arizona's Conflict of Interest Law, A.R.S. § 38-501 etseq.

Any member who believes that their participation in the consideration, deliberation, discussion, or voting on any matter before the Committee may give the appearance of a conflict of interest must abstain from participation in those matters after stating the conflict on the record.

3. OFFICIAL RECORDS

3.1 Definition

Official records of the Committee will include these Bylaws, amendments to the above and the minutes of the Committee together with all other official documents as required by the Federal Department of Housing and Urban Development and the Arizona Department of Economic Security.

3.2 Recording of Vote

The minutes will reflect all material information, but in all cases must show the vote of each member on every question on which the Committee is required to act. The minutes will also reflect member absences, recusals, abstentions from voting, and statements by members regarding the member's vote.

3.3 Retention of Records

All matters coming before the Committee will be filed in the appropriate city department in accordance with that department's general file system. Specifically, the recording secretary will keep a permanent file of all plats, maps, charts, reports, resolutions, notices, correspondence, or other matters filed with or issued by the Committee and also make any other filings with the City Clerk or other city departments as may be required by city policy. Original materials will be retained as long as required by standard city retention schedules for each specific type of record.

3.4 Public Record

The Committee will comply with the Arizona Public Records Law. All of the records of the Committee are public records, except for executive session materials, and will be open for public inspection during customary working hours.

3.5 Recommendations

The Committee may propose a recommendation to the City Council, which must be in written form. A recommendation duly seconded and carrying at least seven [a majority of] affirmative votes will be considered adopted by the Committee as a recommendation to forward to City Council. All recommendations will be made a part of the permanent records of the Community Development Advisory Committee.

4. **RULES AND AMENDMENTS**

4.1 Amendment Procedure

Amendments to these Bylaws may be recommended to the City Council by the Committee upon the affirmative vote of seven members, provided any such amendment is proposed at a preceding meeting, or is submitted in writing at a prior meeting of the Committee, and is noted in the minutes of the meeting. Amendments to the Bylaws that are approved by the City Council become effective at the next regular meeting of the Committee following Council approval.

4.2 Parliamentary Rules

All Committee meetings must be conducted in an orderly and fair manner that serves to make for a clear record of the Committees and any subcommittee meetings and of deliberations or decisions considered during a meeting.

When any question of parliamentary procedure arises, reference may be made to Robert's Rules of Parliamentary Procedure for the purposes of assisting in determining the best means of serving the purpose stated above. The Chair will have the final decision on any procedural questions, which may be overruled only by 2/3 vote of the members present. If the meeting is staffed by the City Attorney's Office, the Chair will seek guidance on procedural questions from the staff attorney.

4.3 Interpretation and Conflict

If any Community Development Advisory Committee Bylaw is at variance with any State Statute or any Ordinance or Resolution of the City of Glendale, the Statute, Ordinance, or Resolution takes precedence. These Bylaws are intended only to supplement Ordinances and Resolutions and not annul, or abrogate any Ordinance or Resolution of the City of Glendale.

The above Bylaws were approved by the Glendale City Council under Resolution No. ____, New Series, dated ____, 2010.

