

**Sec. 2-270. - Bylaws.**

All public bodies of the city will operate under the uniform bylaws except as otherwise stated in this Code or in the ordinance or resolution creating the body.

(1) *Offices.* The principal office of every public body will be the Glendale City Hall.

(2) *Number.* The number of members for a board, commission or committee is established in the ordinance or resolution creating the body.

(3) *Member qualifications, generally.*

a. Each member of the body must be a resident of the city and must remain so during the term of appointment unless otherwise provided in the ordinance or resolution creating the body.

b. Persons may serve on no more than two (2) public bodies concurrently, and neither body may review, consider, or make recommendations to the other body. For example, a member may serve on both the arts commission and the planning commission, because neither commission "reviews, considers or makes recommendations" to the other commission. **IF A PERSON SERVES ON TWO (2) PUBLIC BODIES, THAT PERSON MAY SIMULTANEOUSLY SERVE AS CHAIR OF ONE (1) PUBLIC BODY AND VICE CHAIR OF THE OTHER PUBLIC BODY. NO PERSON MAY SIMULTANEOUSLY SERVE AS CHAIR, OR VICE CHAIR, OF (2) PUBLIC BODIES.**

c. Employees may not serve as members of any public body unless otherwise provided in the ordinance or resolution creating the body.

(4) *Selection.* Selection and appointment for all vacancies will be in accordance with subsection (6). In the event of the resignation or removal of any member, a new member will be appointed to serve the unexpired portion of the term vacated, using the selection process described in subsection (6). For purposes of this section, resignations should be in writing and are effective upon delivery to the city clerk.

(5) *Volunteer service.* Each member of every public body serves on a voluntary basis and is not entitled to receive any compensation or benefits from the city for time spent or service performed as a member of a public body.

(6) *Term of appointment.* Voting members will be appointed to staggered terms of a length provided in the ordinance or resolution creating the body. Terms for all boards and commissions commence on February 1. Terms for committees commence as provided in the ordinance or resolution creating the body.

(7) *Political activity.* No member of a public body may use membership on the body to advocate, campaign, or influence the outcome of an election. Violation of this section will be promptly referred to city council, and the member may be removed from the public body.

(8) *Attendance.* Attendance shall be taken at every meeting of a public body. Any member of a public body absent from two (2) consecutive regular meetings or from three (3) regular meetings within a twelve-month period can be subject to removal from the board, commission or committee. The staff liaison shall notify the city clerk of attendance issues for referral to the government services committee. The government services committee chair will notify the member and the appointing councilmember of the attendance issue. If there is no response or improvement in attendance by the member, the

government services committee will recommend removal to council at an executive session. If there is consensus, the government services committee chair will notify the member of his/her removal from the board, commission or committee.

(9) *Removal.* Body members serve at the pleasure of city council and may be removed with or without cause by a consensus of city council. The decision of city council is final and not appealable.

(10) *Powers, duties, and responsibilities.*

- a. Each public body has the powers, duties and responsibilities described in the resolution or ordinance creating the body.
- b. Each public body may consider and make recommendations regarding any item specifically referred to the body by city council.
- c. Public bodies may not create, appoint, or authorize any subcommittees or working groups unless specifically authorized in the resolution or ordinance creating the public body.
- d. Actions formulated or submitted by any commission or committee are advisory and are not binding on the city, city council, or city staff. Recommendations made to city council by any public body are advisory only and are not binding on city council.

(11) *Chair/vice-chair; elections.*

- a. Unless otherwise provided for, at the first meeting of that year's new term, each body must forward a recommendation for chair and vice-chair from among its members to the government services committee for consideration and appointment by the city council.
- b. The vice-chair will act as chair in the chair's absence. In the absence of the chair and vice-chair, the members in attendance must select a member to act as the chair for that meeting.
- c. The term of appointment for the chair and vice-chair shall be for a period of one (1) year.
- d. Any vacancy for chair or vice-chair, as may occur for any reason, must be filled by the process outlined in paragraph (11)a.
- e. The chair will preside at all meetings of the body, decide all points of order and procedure, and perform any duties required by law, ordinance, or resolution.
- f. The chair has the right to vote on all matters before the body and the right to make or second motions in the absence of a motion or a second made by another member.

(12) *Meetings.*

- a. Regular meetings are held at the time and place set for the board, commission or committee at least once each month if there is business to transact; as set forth by the city council.
- b. Special meetings may be called by or at the request of the city council, city manager or chair.
- c. Meetings must be held at a time and place designed to maximize public engagement in the business before the body.

(13) *Notice of meetings.* Meetings must be conducted in full compliance with Arizona Open Meeting Law. Agenda and agenda materials must be posted on the city's website no later than five (5) business days prior to the meeting date. Items on the agenda must be limited to items in furtherance of the body's purpose and mission.

(14) *Quorum.* No action may be taken at any meeting in the absence of a quorum, except the taking of attendance and action to adjourn the meeting to a subsequent date.

(15) *Order of business.*

a. Meetings will generally be conducted consistent with Robert's Rules of Order, unless other procedural rules are adopted by city council. The order of business on the agenda should include:

- Call to Order
- Roll Call
- Citizen Comments
- Approval of the Minutes
- Action/Business Items
- Reports
- Member Comments and Suggestions
- Next meeting
- Adjournment

b. When a specific agenda item is open for public comment by the chair, any person wishing to address the body must state their name, district or city where they reside. Persons wishing to speak under "Citizen Comments" should designate a subject matter on which they will speak. The time permitted for such public comment by each speaker will be limited.

(16) *Voting.*

a. Each member attending a meeting is entitled to one vote. The minutes of the proceedings will indicate the vote of every member on every matter acted upon and will indicate any absence or failure to vote.

b. Each member must disqualify themselves and abstain from participating in the deliberation and voting whenever the member has a conflict of interest on the item under consideration, as described and provided for in Arizona Revised Statutes.

(17) *Retention of files.* The official records of every public body will include the agendas and minutes of meetings and must be deposited with the city clerk's office.

(18) *Staff liaison; minutes.* The city manager will appoint a staff liaison and ensure staff attendance at meetings of every public body, as necessary, for the purpose of taking minutes and audio recordation of the meeting. Minutes will comply with the Arizona Open Meeting Law and will be in the format approved by the city clerk's office.

(19) *Legal counsel.* The city attorney or designee will act as legal counsel to every public body and will attend meetings as necessary.

(20) *Duration.* Each public body will remain in place until such time as city council elects to dissolve the body.

(Ord. No. O22-32, § 1, 4-26-22)