

NEIGHBORHOOD ADVISORY COMMITTEE  
CITY OF CHANDLER, ARIZONA

BYLAWS

The Neighborhood Advisory Committee (Committee) has been established pursuant to Ordinance No. 3879.

I. ORGANIZATION:

A. Officers and Staff

- (1) Annually, the Committee shall elect a Chair and Vice Chair from among the appointed members at the first meeting following the first day of May of each year.
  - a) The term of Chair and Vice Chair shall be one (1) year and any member serving as Chair or Vice Chair shall be eligible for re-election. No officer elected by the Committee shall serve in the same capacity for more than two (2) consecutive one-year terms.
  - b) The Vice Chair shall act as Chair in the Chair's absence. In the absence of the Chair and Vice Chair, the senior member, based upon years of membership, shall act as Chair.
  - c) Any vacancy for Chair or Vice Chair, as may occur for any reason, shall be filled from the Committee membership for the remainder of the term by majority vote of the Committee at the next meeting where the full Committee is present.
  - d) The Chair or Vice Chair may be removed from office at any time by a three-fourths (3/4) majority vote of the full Committee members.
- (2) The Chair shall: preside at all meetings and hearings of the Committee, decide all points of order and procedure, and perform any duties required by law, ordinance, or these bylaws.
  - a) The Chair shall have the right to vote on all matters before the Committee, and shall also have the right to make or second motions in the absence of a motion, or a second, made by a member.
  - b) The Chair may administer oaths and compel the attendance of witnesses.

- (3) The City of Chandler City Manager/designee, shall act as secretary of the Committee, but shall not be allowed to vote. The City of Chandler City Manager's Staff shall furnish professional and technical advice to the Committee.
- (4) The Chandler City Attorney/designee shall have the responsibility of furnishing such legal advice on all points of order, procedure, or other matters as may be requested from time to time.

## II. MEETINGS:

### A. General

- (1) Meetings of the Committee (Regular and Special) 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 Manager and City Clerk offices 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.
- (2) The Committee may, by a single consent motion, approve any number of actions where the Committee, Staff, and applicant are in agreement and where, after call and invitation by the Chair to do so, no member of the Committee or general public wishes to address any particular item designated for consent action by the Committee. Should any member of the Committee or public so request, the Committee shall then withdraw it from the consent agenda for the purpose of public discussion and separate action.
- (3) At least twenty-four (24) hours' notice shall be given to the general public by posting such notice at City Hall, and otherwise in conformance with 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. Regular Meetings

- (1) Regular meetings shall be held monthly. If the Committee determines that the regular meeting is too close to a holiday, such meeting shall be canceled or rescheduled by motion or majority vote of the committee.

(2) Regular meetings of the Committee shall be held at the Neighborhood Resources Division, 235 S. Arizona Avenue, Chandler, Arizona, unless advertised differently.

C. Special Meetings

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.

D. Study Sessions

(1) Study sessions for any purpose may be held on the call of the Chair or by request of two or more members, or by Staff giving notice to all the members at least twenty-four (24) hours before the meeting. .

(2) 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.

E. Executive Sessions

The Committee may request that the City Attorney schedule an executive session closed to the public during a regular or special meeting. The City Attorney shall schedule the Executive Session only upon determining that the matter is authorized to be discussed in Executive Session pursuant to the laws of the State of Arizona and the City of Chandler Charter.

F. Notice of Meetings

Written notice of all meetings to Committee members shall be deposited in the mail, emailed or delivered in person at least twenty-four (24) hours before the date of meeting.

G. Quorum

A majority of the members of the Committee 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. .

H. Agenda

An agenda shall be prepared by the Secretary for each regular meeting, study session, and executive session of the Committee. The agenda shall include the various matters of business as scheduled for consideration by the Committee.

I. Withdrawal of Request

An item may be withdrawn upon request to the Secretary, but no item shall be withdrawn after posting of hearing notice or legal ad published for notification prior to the public hearing thereon without formal consent of the Committee.

J. Field Trips

- (1) The Committee may take field trips for purposes relevant to a public hearing or other matter under consideration.
- (2) All Committee field trips shall be taken as 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.
- (3) A record of the field trips 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 of Committee, or Committee members individually at their own convenience and expense, from taking field trips which are related to an action or other matter being considered.

III. ORDERS OF BUSINESS

A. Parliamentary Procedure

- (1) The Chair shall call the Committee 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, and the nature of their request. Supporting evidence for and against each matter shall be presented to the Committee.
- (2) The Chair shall conduct meetings under Robert's Rules of Order unless such rules are suspended by majority vote of the Committee. The Chair shall direct questions to any person speaking, in order to bring out all relevant facts, circumstances, and conditions affecting the matter being considered, and then call for questions from other members of the Committee and from City Staff.

B. Voting

- (1) A majority vote of those Committee members present and voting shall be required to take official action, including but not limited to, the adopting of policy or submitting recommendations. When a motion in favor of any action or other matter fails to receive an affirmative majority vote, (e.g., a tie vote), it shall be entered into the minutes as a motion that failed for lack of majority. . 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 motion that failed for lack of consideration...
- (2) A member shall disqualify 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).
- (3) Each member attending shall be entitled to one (1) vote. The minutes of the proceedings shall indicate the vote of each member on every matter acted upon, and shall indicate any absence or abstention due to conflict. No member shall be excused from voting except on matters involving the considerations of his/her own official conduct, or such matters as referred to in Section III. B.(2) of these bylaws.
- (4) 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.

C. Recommendation to City Council

The committee 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.

IV. OFFICIAL RECORDS:

A. Retention of Files

The official records of the Committee shall include these rules and regulations, minutes of meetings, resolutions, and its adopted reports, which shall be deposited with the City Clerk's Office and which shall be available to public inspection during customary office hours. These records are maintained and destroyed according to applicable laws and policies.

B. Recording of Meetings

All public meetings of the Committee 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 Committee's Secretary to arrange facilities for such recording prior to the commencement of the meeting, or does not otherwise disrupt the proceedings.

V. AMENDMENTS;

These bylaws may be amended by majority vote at any meeting of the Committee provided that notice of said proposed amendment is given to each member in writing at least three (3) days prior to said meeting. Such amendment shall be subject to ratification by the City Council and, if so approved, shall become effective at the next regular meeting of the Committee.