



OFFICE OF THE
CITY CLERK

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BUDGET REVIEW COMMISSION RULES AND PROCEDURES (BYLAWS)

The Budget Review Commission ("Commission") was initially formed by Ordinance No. 3841, dated February 10, 2009. The purpose, powers and duties of the Commission are established by ordinance and are codified in Scottsdale Revised Code § 2-383. These Rules and Procedures are authorized by Scottsdale Revised Code § 2-382.

1.0 MEMBERSHIP

- 1.1 Commission members are expected to attend all regular and special meetings. If any member of the Commission is absent from any three (3) consecutive meetings, or from four (4) meetings within a six (6) month period, then the chairperson may, at the direction of the Commission, notify the City Council for consideration of removal and replacement of the member.
- 1.2 In the event that a Commission member is unwilling or unable to serve, the chairperson shall so advise the appointing Council member, as soon as practicable, so that member may appoint a replacement.

2.0 OFFICERS

- 2.1 Officers of the Commission shall include a chair and a vice-chair. The chair shall be the Mayor's appointee as authorized by Scottsdale Revised Code § 2-381(b). The vice-chair shall be nominated by the chair, and confirmed by the Commission at the first meeting in January of each year.

- 2.2 An officer may be re-elected to the same office, without limitation.
- 2.3 The duties and responsibilities of each officer are as described below:
- 2.3.1 Chair. The chair shall preside at all meetings of the Commission and decide all points of order or procedure, and shall perform all other duties as the Commission may determine.
- 2.3.2 Vice-Chair. The vice-chair shall act in the place and stead of the chair in the event of his/her absence or disability, and shall exercise and discharge such other duties as may be required of him/her by the Commission.
- 2.3.3 A vacancy in the office of vice-chair, which is created by any reason other than the expiration of a term, shall be filled for the unexpired term of the office by AS OUTLINED IN 2.1. The election to fill such a vacancy shall take place at the next regularly scheduled meeting following its occurrence.

3.0 CITY REPRESENTATIVE

- 3.1 The City Manager and City Treasurer shall each designate a staff representative to the Commission. The staff representatives shall provide the Commission with reports and information about relevant matters and will assist in effecting any necessary coordination between the City and the Commission.
- 3.2 The City Attorney, or designated representative, shall provide legal assistance, as needed, to the Commission.

4.0 MEETINGS

- 4.1 Regular meetings of the Commission shall be held on the fourth Thursday of each month at 5:00 p.m., in the City Hall Kiva Forum, 3939 N. Drinkwater Blvd., Scottsdale, AZ 85251, or on such days and at such times and locations as a majority of the Commission otherwise may agree.

- 4.2 Special meetings may be held upon the call of the chair or at the written request of at least four (4) members. The manner of the call shall be noted in the minutes of the special meeting. Each member shall receive at least twenty-four (24) hours notice of a special meeting.
- 4.3 The Commission may cancel any future meeting, including regularly scheduled meetings, upon a majority vote at a regular or special meeting. When it appears between meetings that a meeting should be cancelled for lack of quorum or other good cause, the chair may so cancel by requesting that the staff representative post notification of cancellation in as timely a manner as possible.
- 4.4 A quorum for any regular or special meeting shall be four (4) members.
- 4.5 Agendas for each meeting shall be prepared by the staff representative, with the consultation and approval of the chair, and shall be provided to all Commission members.
- 4.5.1 Commission members may add items to the agenda by notifying the staff representative or chair, as long as public notice requirements are met.
- 4.6 Meetings, notices of meetings, and minutes of meetings of the Commission shall in all respects comply with the provisions of the Arizona Open Meeting Law, city ordinances, and applicable administrative regulations.

5.0 RULES AND AMENDMENTS

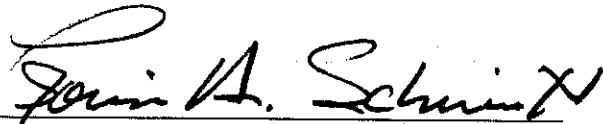
- 5.1 These Rules and Procedures may be amended upon an affirmative vote of a majority of the Commission members. No amendment shall be allowed, however, unless: (a) it has been proposed at a previous meeting and is reflected in the minutes of that meeting; or (b) copies of the proposed amendment(s) were distributed to all Commission members not less than three (3) days before a meeting and the proposed amendment(s) are unanimously adopted. Amendments shall become effective at the next meeting following adoption by the Commission, unless otherwise expressly provided by the Commission.

5.2 When a question of parliamentary procedure arises, it shall be decided on the basis of Robert's Rules of Parliamentary Procedure, unless otherwise specified in these Rules and Procedures.


6.0 INTERPRETATION AND CONFLICT

6.1 These Rules and Procedures are not intended to conflict with any state statute, city ordinance or resolution, and they are not intended to amend, annul or abrogate any of them. In the event of any such conflict, the statute, ordinance, or resolution shall prevail.

PASSED AND ADOPTED by the Budget Review Commission of the City of Scottsdale on this 28th day of June, 2010.


Louis Schmitt, Chair

APPROVED AS TO FORM:


Bruce Washburn, City Attorney