

ORDINANCE NO. 92-A75

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL, OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA REVISING THE DUTIES, PROCEDURES, AND POWERS OF THE BOARDS AND COMMISSIONS APPOINTED BY THE TOWN AND HEREBY REPEALING ORDINANCE 89-A38 AND MODIFYING ORDINANCE 87-A12.

The Mayor and Town Council of the Town of Camp Verde do hereby ordain as follows:

WHEREAS, the Town Council has the power and authority to establish Boards and Commissions and in the exercise of such powers has the need to establish standard operating procedures and requirements for such Boards and Commissions;

WHEREAS, the Town Council, in their selection and appointment of new members to Boards and Commissions, has the need to establish standard operating procedures for such selection;

WHEREAS, the various Boards and Commissions have certain obligations in the matters of doing business and as such must follow certain established procedures to ensure that all State and local laws and regulations are being complied with by all members;

NOW THEREFORE, the Town Council hereby repeals Ordinance 89-A38 and establishes the following rules and regulations regarding the duties, procedures and powers of the Boards and Commissions appointed by the Town Council and amends Ordinance 87-A12:

SECTION I: MEMBERSHIP AND ORGANIZATION

Each Board and Commission shall be made up of seven (7) members appointed by the Town Council in accordance with the procedures contained in Section II of this Ordinance. The organization of Boards and Commissions shall include a Chairperson, Vice-Chairperson and Secretary who are elected from the membership in accordance with Section IV of this Ordinance.

SECTION II: SELECTION OF NEW MEMBERS

Prior to the expiration of terms for Board and Commission members, the Town Council shall call for letters of interest from the general public. Such letters shall be filed with the Town in accordance with the time lines and other related procedures established by the Council. Membership requirements for appointees are subject to the requirements established in the appropriate Resolution or Ordinance which created the Board or Commission. Any other requirements may be established by the Council at the time such appointments are sought for the purpose of aiding the Council in completing the selection process.

SECTION III: TERMS OF BOARD AND COMMISSION MEMBERS

All members appointed to Boards and Commissions are limited to a three (3) year term which begins on April 1 of the year such appointment is made. Members may be re-appointed to additional terms if approved by the Town Council. Such terms are to be staggered so that no more than three members terms shall expire in any given year. Such terms shall overrule and do hereby repeal any existing terms which were previously established by the Town Council.

SECTION IV: BOARD AND COMMISSION ORGANIZATION, ELECTION OF OFFICERS AND SETTING MEETING SCHEDULE

Each Board and Commission, during its first meeting of the month of July of each calendar year shall:

- A. Elect a Chairperson: The Board or Commission shall accept nominations from its membership for a Chairperson. Such nominations shall be made, and seconded, and selection of one Chairperson shall result upon a majority vote of the full membership of the Board or Commission.
- B. Elect a Vice-Chairperson: The Board or Commission shall accept nominations from its membership for a Vice-Chairperson. Such nominations shall be made, and seconded, and selection of one Vice-Chairperson shall result upon a majority vote of the full membership of the Board or Commission.
- C. Elect a Secretary: The Board or Commission shall accept nominations from its membership for a Secretary. Such nominations shall be made, and seconded, and selection of one Secretary shall result upon a majority vote of the full membership of the Board or Commission.
- D. Set the Regular Meeting Schedule: The Board or Commission shall review and approve a meeting schedule which establishes the (1) Regular meeting time; (2) Regular meeting date; (3) Regular meeting place. Such schedule shall contain, at the very least, one regular meeting a month. The regular meeting date shall be on recognized day or days of the month such as the first Thursday of the month. Special meetings and work sessions may be scheduled by the Town.

SECTION V: DUTIES OF OFFICERS

The duties and powers of the various officers and members of the Boards and Commissions are as follows:

- A. Chairperson: Shall preside at all meetings and hearings of the Board or Commission, decide all points of order or procedure, and perform any duties required by law, ordinance, or the requirements established herein. The term of the Chairperson shall be one year, unless re-elected to succeeding terms by a majority vote of the membership. The Chairperson shall be responsible for becoming familiar with and adhering to the provisions of Open Meeting Law. He or she shall also become familiar with the provisions of Roberts Rules of Order and although general informality in such Rules of Order may prevail, shall adhere to such rules in the conduct of meetings where emotional content of the subject matter or the conflict of personalities may otherwise interfere with the orderly conduct of business. The Chairperson may, to the extent necessary, work with the Department Head assigned to the Board or Commission to assist with special needs, requirements for assistance from the staff, reviewing monthly budget reports, and/or preparation of agendas. At the first regular meeting of each calendar quarter, the Chairperson, or his or her designee, will provide a written and verbal report to the Mayor and Council summarizing the Board or Commission activities during the prior quarter, identify upcoming activities, and review of any problems, concerns or proposals. Such reports are to be submitted to the Town Manager in advance of the meeting for inclusion in the Council meeting packets. In addition, all minutes and/or Resolutions of the Board or Commission shall be signed by the Chairperson.
- B. Vice-Chairperson: Shall have the responsibility of assuming all of the duties and responsibilities of the Chairperson in the event that the Chairperson should be absent or the position vacant. Additional duties or activities may be assigned by the Chairperson upon majority approval of the Board or Commission as determined necessary.
- C. Secretary: The Secretary acts as the Clerk of the Board or Commission and is responsible for signing approval of minutes and/or Resolutions in addition to the Chairperson. Shall be responsible for posting of agendas for the meetings, taking of the minutes of the meeting, the preparation of the minutes for approval and shall file the final approved minutes with the Town Clerk within three (3) working days of the date of approval. In the event that the assigned Department/Division Head agrees, in writing, the staff may provide for these duties in lieu of the Secretary. If such opportunity

arises where the Vice-Chairperson cannot fulfill the duties in the absence of the Chairperson, the Secretary shall assume these duties. The Secretary shall review and sign the minutes upon a majority approval of the Board or Commission. If the Secretary prepares and posts the agenda as provided herein, such agenda shall be posted according to Section VI of this Ordinance and at such time of posting, a copy shall be provided to the assigned Department/Division Head and Town Manager.

- D. Other Members: The remaining four members of the Board or Commission shall assist the officers in the fulfillment of the general duties assigned to the group. Such members shall attend all meetings, participate in the discussion of agenda items, provide assistance to staff, when needed, and strive to be an involved and valuable member of the Board or Commission.

SECTION VI: AGENDAS AND MINUTES

Each Board and Commission shall provide for the posting of agendas and the preparation and approval of minutes for all meetings. The following minimums shall apply to agendas and minutes:

- A. Agendas: Agendas shall be posted on the Town Hall Bulletin Board a minimum of 72 hours in advance of all regular, special and work session meetings of the Board or Commission and in other locations as deemed necessary.
1. Format: The Order of the Agenda items may be arranged according to the format approved by the Board or Commission and additional items may be added. The Agenda format shall include at least the following:
 - 1) Name of Board or Commission
 - 2) Date, time and place of Meeting with a statement that the meeting place is handicapped accessible
 - 3) Call to Order
 - 4) Roll Call
 - 5) Discussion and Possible Action on the Following Items
 - 6) Approval of the Minutes
 - 7) Call to the Public
 - 8) Set Next Meeting, Time and Date
 - 9) Adjournment
 2. Call to the Public: The "Call to the Public" item shall allow for public input on items either on the agenda or other items which may reasonably affect the Board or Commission. The Board or Commission may call for non-agenda item input at this time if appropriate input is allowed during all discussion items. Open Meeting Law prohibits the Board or Commission from discussing or making decisions on non-agenda items, however, the Board may choose to delegate staff to handle the issue or place the item for discussion on a future agenda.

3. Special or Work Sessions: The Board or Commission may, upon majority vote set a special meeting or work session. In addition, if determined necessary by the affected Department Head, a special meeting or work session may be called upon discussion with the Chairperson.
 4. Agenda Packets: Upon completion of agenda posting and preparation of attachments to the agenda, copies of the agenda and any attachments shall be made available to the members of the Board or Commission in the manner deemed appropriate by the Department Head. Copies of the complete agenda packets shall be placed in the front reception area of Town Hall for disbursal to interested members of the public a minimum of 24 hours in advance of the meeting.
 5. Agenda Items: The content of the agenda discussion items shall be determined by the Department Head depending upon the format of the Board or Commission. If determined prudent for the Board or Commission, the Chairperson may set the agenda with concurrence from the Department Head. Such procedures are determined necessary to ensure that the business of the Board or Commission is conducted in a timely manner. Should a member wish to place an item on the agenda, the member may request such at the next regular meeting of the Board or Commission. In the case of conflicts, items may be brought to the Board or Commission for a vote to consider whether or not the item should be agendized. In the case of the Planning and Zoning Commission and the Board of Adjustments and Appeals, all current applications which require review of the Board or Commission must be agendized in accordance with State Law and may not be removed from the agenda until a vote on the matter has occurred.
- B. Minutes: Each Board and Commission shall make arrangements for the tape recording of all special and regular sessions. Tape recordings of work sessions is preferred, but if not possible, detailed minutes shall be taken by hand of the Secretary or Recording Secretary assigned by the Department Head. The following procedures shall be followed:
1. Approval: Minutes of the previous meeting(s) shall be presented at the most reasonable date following the meeting, usually the next meeting of the Board or Commission. Such minutes shall be reviewed and approved by a majority vote of the Board or Commission.
 2. Filing: Upon approval of minutes, the signed original shall be provided to the Town Clerk within 72 hours of approval. In addition, copies shall be maintained by the affected Department for public review.

3. Disbursal: In no case shall minutes be provided to the public until such time as they are approved or a draft is placed on an agenda for the Board or Commission's consideration. After approved, the minutes become a public record and shall be available for public review upon request. Copies of minutes may be released and appropriate copy fees charged to the requesting party in accordance with Town Council policy.
4. Content: Minutes shall contain, at minimum, all discussion of agenda each item. Roll Call shall be included with a listing of the members present and absent from the meeting, including any staff present. When an action is taken by the Board or Commission, the motion maker, the seconding party and the numerical vote shall be listed in the minutes along with a complete wording of the motion. If a roll call vote is conducted, the name and vote of all members shall be listed. The minutes shall be as complete as possible with emphasis on discussion to determine the reason(s) for the Board or Commission's action on an item.

SECTION VII: VOTING PROCEDURES, QUORUMS AND ABSTENTIONS

The action of any Board or Commission shall be taken by a vote of the membership. Voting procedures shall be in accordance with Robert's Rules of Order and shall include the minimum:

- A. Motion: A motion can only be made by a member of the Board or Commission and such motion shall only take place after the introduction of an agenda item. If an agenda item is listed as a public hearing, such motion shall not take place until the public hearing has been called and closed.
- B. Second: A motion must received a second from a member of the Board or Commission. Once a second is received, additional discussion may take place on the item before the vote is taken. If a motion is not seconded, the motion dies.
- C. Voting: The Chairperson shall call for a vote upon completion of a motion, second and any discussion. Such vote shall consist of votes in favor, votes in opposition, or abstentions. The Chairperson does not vote unless specifically requested or in the case of a tie. When a vote is not requested or there is not a tie, the Chairperson's vote is listed as being in the majority. For a motion to pass, a minimum of four votes shall be in favor of the motion. If less than four votes are received in favor, the motion is then considered to be a vote of denial of the motion. Items may be tabled or referred to a later agenda if it is determined,

by majority vote, that such decision would best be rendered upon receiving more information or if requested by the applicant. Tabling or delaying of agenda items should be based upon a definitive time frame and reason. Such should only be considered when necessary or if the applicant is absent, or requests a delay.

- D. Quorum: A majority of the membership of the Board or Commission (four) is considered a quorum. If a quorum is present, the meeting shall commence and voting may occur. An affirmative vote shall be unanimous if only four members are present.
- E. Abstentions/Conflict of Interest: If a member of a Board or Commission determines that they have a conflict of interest, they shall remove themselves from the meeting room and not take part in either the discussion or the vote. Such conflict should be stated prior to the item being introduced or just after introduction but prior to discussion. A member may abstain from voting on an item even if a conflict of interest is not present, however, this is not a preferred action.

VIII: GENERAL DUTIES AND REQUIREMENTS

All Boards and Commissions are established by a separate document which conveys the specific duties and powers of the group. The following general duties and requirements apply to all members of Boards and Commissions.

- A. The Board or Commission must operate under the statutory requirements of Arizona Revised Statutes. Upon appointment to a Board or Commission, such member shall obtain information regarding Open Meeting Law and shall become familiar and abide by all statutory requirements. All members of a Board or Commission are to be provided with copies of this Ordinance upon appointment and shall become familiar with the duties and requirements of this Ordinance and other Ordinances, Resolutions or information affecting the Board or Commission and the general subject matter/department which they discuss.
- B. Actions of a Board or Commission are recommendations only, and final action shall be taken by the Town Council upon items involving financial matters or other items affecting the duties of the staff or creation of new rules and regulations in accordance with State Law. The decisions of the Board of Adjustments and Appeals are final unless appealed to Superior Court.

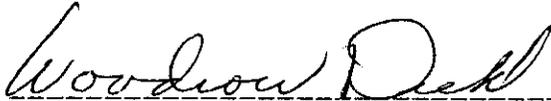
- C. A sub-committee of members of the Board or Commission may meet to discuss special projects as long as such sub-committee is less than a majority of members, such special sub-committees may be assigned only from the membership and shall not be construed to allow for appointment of non-members to any special committee or group unless approved by the Town Council in advance of such action.
- D. Boards and Commissions should review the proposed budget of the affected Department where appropriate. Such review should provide general guidance to the Department. No formal changes to the proposed budget can be made without the Department Head's approval. Should conflicts arise, such may be referred to the Town Manager in writing, if deemed appropriate.
- E. Boards and Commission shall annually review, as necessary, the operating policies and procedures for that activity within their purview. Changes deemed appropriate by the Board or Commission shall be forwarded, in writing to the Department Head and Town Manager and may be provided for consideration by the Mayor and Town Council if necessary.
- F. Boards and Commissions shall annually, if necessary, conduct a review of the facilities to include buildings, grounds and/or any other real property or facilities operated by the Town that are within their purview. A report of the review shall be issued for consideration by the Department Head and Town Manager and referred to the Town Council if necessary for formal consideration.
- G. A Development Plan may be developed by the Board or Commission regarding the Department activities which they are empowered to act upon. Such Plan should be forward thinking (five years) and include considerations for the facilities, staffing, equipment, materials and other items. Such report shall be submitted to the Department Head and Town Manager for review for final consideration by the Town Council.
- H. Members of Boards and Commissions are hereby encouraged to interact with persons serving in similar capacities in other communities as well as those regional and state officials whose duties include and advisory capacity to them. The purpose of this ordinance is not to encumber each of the Boards and Commissions with specific duties and responsibilities as to interfere with the opportunity for expression of imagination and creativity. Rather, it is the intent of this ordinance to assure the orderly and timely conduct of the business of Boards and Commissions. Structured activity, procedures and policies are needed to ensure that the work of the Board or Commission is worthwhile, productive and successful.

- I. A Board or Commission may vote to consider a request for scheduling a joint work session with the Town Council. Such request may be made in writing after approval of the Board or Commission and shall include a description of the reason(s) for the meeting. Such request shall then be presented for consideration of the Council. The Town Council may also request joint work sessions with any Board or Commission and may set any items for discussion at such meeting.

- J. All powers and authorities of the town of Camp Verde are reserved to the Mayor and Town Council except to the extent that they are specifically delegated to various members of the staff or Board or Commission by the Mayor and Town Council or by statute. Boards and Commissions are basically to serve in an advisory capacity. Notwithstanding such reservation, the following powers and authorities are delegated to the Boards or Commissions:
 1. Each Board or Commission shall have the power and the express authority to review those matters specifically assigned to it by ordinance and/or statute. They shall have the power and authority to issue reports and to discuss such reports with the Manager and the Town Council, and to hold any necessary public forums required to assist them in the development of any such reports. Said public forums may include discussion with the press, discussions with the public in general, special meetings and public hearings. In no case, however, shall a Board or Commission have the power or authority to enter into a contract or to obligate the Town to expend funds. Any such contract or obligation of funds shall be undertaken by request submitted to the Town Manager. Such request shall be responded to, in writing, either positively or negatively within thirty (30) days of receipt of such request by the Town Manager.

- b. Executive Sessions, as may be allowed pursuant to ARS 38-431.03, to discuss disciplinary actions, legal matters or property acquisition, shall be requested by the Chairman and scheduled jointly with the Town Council.
11. Members of Boards or Commissions may be removed for cause, to include excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, and/or improper conduct as determined by the Mayor and Council.

PASSED, APPROVED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona this 3rd day of June, 1992 _____.



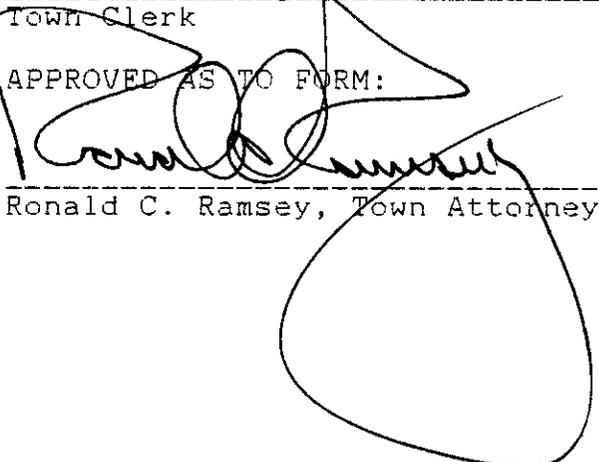
Mayor

ATTEST:



Town Clerk

APPROVED AS TO FORM:



Ronald C. Ramsey, Town Attorney

TERMS OF BOARD AND COMMISSION MEMBERS

The following listing of members terms is provided for the administration of this Ordinance. When such terms expire, the reappointment of the member or the appointment of a new member shall be for a three year period starting from July 1 of the appropriate year.

BOARD OR COMMISSION TYPE AND MEMBER NAME	CURRENT TERM EXPIRATION	NEW TERM EXPIRATION
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Planning and Zoning:

Onion	7/92	7/92
Hough	7/94	7/93*
Lawrence	7/94	7/93*
Crane	7/92	7/92
Kovacovich	7/92	7/92
Stirling	7/94	7/94
Pate	7/94	7/94

* Commissioners Hough and Lawrence have already agreed to allow for shorter terms to expire in 1993 rather than 1994.

Library:

Clark	6/94	Need to
Wood	4/94	Stagger
Kleinfelt	4/93	Terms to
Gunnell	4/92	3 in 94
White	4/94	2 in 93
Charles	6/94	and 2 in
Bolton	4/93	92.

Parks and Recreation:

Hoover	5/92	Need to
Girard	3/94	Stagger
Wager	3/93	Terms to
Stokes	6/94	3 in 94
Hasbrouck	3/92	2 in 93
Payne	3/94	and 2 in
Russell	3/92	92.

Board of Adjustments and Appeals

Council is Board of Adjustments
Terms coincide with Council terms.

Parks & Recreation Commission

Kae Stokes - 6/19/94
Geri Wager - 3/2/93
Earl Hasbrouck - 3/15/92 - Wishes to be re-appointed
Ken Payne - 3/15/94
Hank Hoover - 5/3/92 - Wishes to be re-appointed
Bonnie Russel - 3/15/92 - Wishes to be re-appointed
Wes Girard - 3/15/94

Library Advisory Commission

Barbara Bolton - 4/3/93
Sarah Lizotte - 4/3/94
Gwen Gunnell - 4/19/92 - Wishes to be re-appointed
Tillie Wieting - 4/13/94
Calvin Sheline - 4/18/93
Ambie Charles - 6/19/94
Jean Clark - 6/19/94