

ORDINANCE 89-A38

AN ORDINANCE SETTING FORTH THE DUTIES, PROCEDURES AND POWERS OF THE BOARDS AND COMMISSIONS APPOINTED BY THE TOWN OF CAMP VERDE, ARIZONA. The following duties, responsibilities, authorities and powers required of or accorded to each Board and Commission duly appointed by the Town Council of the Town of Camp Verde:

1. Every Board and Commission, during the month of July of each calendar year, at it's first meeting, shall conduct at least the following items of business:
 - a. Elect a Chairperson, a Vice Chairperson and, a Secretary. These officers of each Board or Commission may be persons new to that office or may, by re-election of a person who served in that capacity during the prior year, at the pleasure of that Board or Commission.
 - b. Shall establish a time, date and place for it's regular meeting. Every Board and Commission shall conduct, at the very least, one regular meeting each month. Those Boards or Commissions who elect to hold two regular meetings per month shall establish the appropriate date, time and place for both meetings. The date shall be expressed in a manner such as, the first and third Thursdays of each month.
 - c. Shall adopt an agenda procedure which provides for the posting of the agenda not less than seventy-two (72) hours prior to the meeting on the Town bulletin board at the Camp Verde Town Hall. Every agenda shall have provision for an item entitled "Call To The Public" during which time the public shall have an opportunity to comment on any item on the agenda and to raise questions within reasonable limitations of time and conduct other issues which may be within the purview of that Board or Commission. In any case, in which an item is raised which is not already on the agenda, no action shall be taken at that meeting but the issue shall be placed upon the agenda for the next regular meeting or at the discretion of the Board or Commission at a special meeting. Other agenda items must include at lease the following:
 - 1) Name of Board or Commission
 - 2) Date, Time and Place of Meeting
 - 3) Call to Order
 - 4) Roll Call
 - 5) Approval of the Minutes
 - 6) Line Stating: "Discussion and Possible Action on the Following".
 - 7) "Call To The Public"
 - 8) Adjournment

- d. Shall make provision for the tape recording of minutes, if possible, of each meeting held, which minutes shall contain at least the name of the Board or Commission, the date and location of the meeting, the time of Call to Order, a roll call of the members of the Board or Commission and any staff present, a copy of the agenda of the meeting on a separate sheet, or by itemization incorporated into the minutes, a brief summary of the issue as presented and discussed, and a recording of each motion and the action taken upon it. Recording of the motion must include the specific wording of the motion, who made the motion, who seconded the motion and the votes cast in favor or in opposition. If a roll call vote is requested, the recorder/secretary shall specify by name how each member of the Board or Commission voted. A copy of all minutes and the tape must be filed with the Town Clerk, in draft form, within three (3) working days and in final form within three (3) working days of approval.
2. In addition to any specific duties, responsibilities, powers or authorities granted to any Board or Commission, the following shall apply to all Boards or Commissions of the Town of Camp Verde which are established on a permanent basis:
 - a. Shall assist in the preparation and review, as appropriate, of an annual budget proposal for that activity which the Board or Commission advises on. Upon completion of preparation or review, a written statement or recommendation shall be forwarded to the Town Manager for his consideration and the consideration of the Town Council. In the event that the actual budget preparation is provided by a member of the staff, discussion of potential additions or deletions to that budget is deemed to be appropriate, however, no change to the actual budget proposal shall be made without the approval of the appropriate department head. In the event of a disagreement as to the content or level of funding of the proposed budget the statement of recommendations to be submitted by the Board or Commission shall specify that recommendation and basis for which it is offered.
 - b. Shall annually review the operating policies and procedures for that activity within the Board or Commissions' purview. Any changes or modifications to the operating policies or procedures which are deemed to be appropriate by the Board or Commission shall be forwarded, in writing, to the Town Manager for consideration of the Mayor and Town Council.

- c. Shall annually conduct a review of the facilities to include buildings, grounds and/or any other real property or facilities operated by the Town and that are within their purview. A report shall be issued to the Town Manager for the consideration of the Mayor and Town Council regarding any recommendations for change, improvements or modification to those facilities. It shall be the responsibility of the Town Staff to provide the preparation of any cost estimates or detailed plan required for the implementation of such a proposal which work shall be undertaken only at the direction of the Town Manager and Council.
- d. Shall prepare, in the event one does not exist, or review and update at such time as is appropriate, on an annual basis a development plan for that department of the Town of Camp Verde over which they purview. This shall include a five year consideration of the requirement for facilities, staff, equipment, materials and any items specifically necessary to that function. A report will be submitted to the Town Manager for consideration by the Mayor and Town Council which specifically outlines all changes to the existing plan with a copy of the existing plan attached. In each instance a summary in some detail of the change, the basis for it and some statistical or other documentation supporting the basis for that change shall be included.
- e. The members of the Board and Commission are hereby specifically encouraged to interact with persons serving in similar capacities in other communities as well as those regional and state officials whose duties include an advisory capacity to said local Boards and Commissions. The purpose of this ordinance is not to so encumber each of the Boards and Commissions with specific duties and responsibilities as to interfere with the opportunity for an expression of imagination and creativity in bringing to the attention of the Town Manager and the Mayor and Town Council those concerns which they have or that they believe the public has. Rather, it is the intent of this ordinance to assure the orderly and timely conduct of the business of these Boards and Commissions, such that a basis would be provided for a structure of activity to be adhered to in such a manner as to assure proposed needs which must be addressed will be addressed, and yet leave time for the opportunity to provide that imaginative advice and guidance that is clearly desired to be received by the Manager and the Council.

3. The following are general provisions relating to the conduct of Boards and Commissions and shall apply to all Boards and Commissions and shall be carefully adhered to:
 - a. The Chairperson of each Board or Commission shall be responsible for becoming familiar with and adhering to the provisions of the 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 Roberts Rules of Order in the conduct of meetings where emotional content of the subject matter or the conflict of personalities among various parties may otherwise interfere with the orderly conduct of business. Other general provisions relating to responsibilities of the Chairperson of each Board or Commission would include dealing with the Department Head to the extent of which there are special needs or requirements for assistance from the staff, the obtaining of a monthly budget report for the activity or department that Boards of Commission oversees, the preparation of the agenda for the meeting and the filing of each of the reports and statement required by the provisions listed above. At the first Regular Council 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 verbal report to the Mayor and Council summarizing the Board's or Commission's activities during the prior quarter, proposed activities for the ensuing quarter, along with a review of any problems, concerns or proposals. The written report will be submitted to the Town Manager a week in advance for inclusion in the Council meeting packets.
 - b. The Vice-Chairperson shall have the responsibility of assuming all of the duties and responsibilities listed above in relation to the Chairperson in the event that the Chairperson should be either absent or the position vacant.
 - c. The Secretary shall be responsible for the posting of the agendas for the meetings, the taking of the minutes of the meeting, the preparation of those minutes and the filing of the final approved copy of the minutes of the meeting with the Town Clerk within three (3) working days following adoption of the minutes at the next meeting except as otherwise provided. In the event that a Department or Division Head agrees, in writing, the staff may provide for these duties in lieu of the Secretary.

In no case may the duty to review and sign the minutes be removed from the Secretary. Town staff may be available from time to time, for recording and transcribing minutes. It shall also be the specific responsibility of the Secretary of the Board or Commission to provide to the Town Manager and the affected Department Head a copy of the agenda at least seventy two (72) hours in advance of the meeting.

It shall be the duty and responsibility of each member of every Board and Commission to conduct themselves in a courteous manner in relation to each other, the staff and the public so as to ensure the most effective atmosphere for carrying on the business of that Board or Commission. During the course of the meetings, business may be conducted in a relatively informal fashion provided that it does not exceed the limitations of the Open Meeting Law, and in accordance with Roberts Rules of Order.

- e. A majority of the Board or Commission shall constitute a quorum.
 - f. Vote to approve requires a majority of the members of the Board or Commission.
 - g. Any commission member may request the placing of an item on the next meeting agenda. In the event that the Chairperson determines that the agenda is already full, he or she may delay the item until the next meeting agenda.
4. 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 Boards or Commissions 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:
- a. 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.

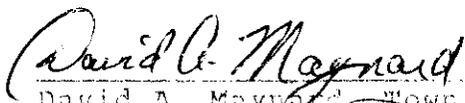
b. Members of Boards or Commissions may be removed for cause, to include excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, and/or improper conduct as determined by the Mayor and Council.

PASSED, APPROVED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona this 11th day of October, 1989.



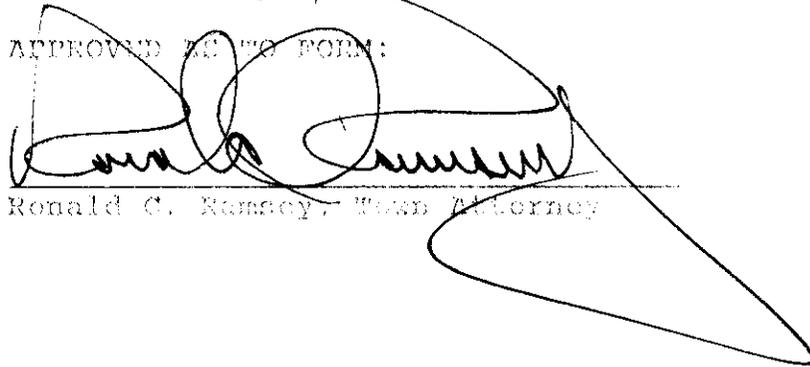
T.A. Parsons, Mayor

APPROVED:



David A. Maynard, Town Clerk

APPROVED BY TWO FORM:



Ronald C. Ramsey, Town Attorney