

**BYLAWS OF THE WATER RESOURCES ADVISORY COMMITTEE
CITY OF BULLHEAD CITY, ARIZONA**

SCOPE

The purpose of the Water Resources Advisory Committee of the City of Bullhead City, Arizona (“Committee”), is to, at the request and under the direction of City Council: A. make recommendations to the City Council regarding water related issues, including, but not limited to the acquisition of reliable water supply for the present and future; and B. review and comment on ordinances and policy matters affecting the planning and distribution of water. In support of the Committee’s purposes these Bylaws are adopted as rules of procedures to ensure continuity of action, uniformity in consideration of matters and for the guidance of Committee members in executing their appointed duties on behalf of the City of Bullhead City (“City”).

I. ORGANIZATION

101. MEMBERSHIP

The voting membership of the Committee is comprised of five (5) voting members, each of which appointed from the community at large by a majority of the City Council. Individual terms are for two (2) years.

102. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

The Committee will, as the first order of business at the first regular meeting scheduled each fiscal year, elect a Chairman (“Chair”) and a Vice-Chairman (“Vice-Chair”) from among its appointed members, unless postponed to a later meeting. Their terms will be for the succeeding fiscal year, and they are eligible for re-election.

103. CHAIR

The Chair presides at all meetings and hearings of the committee, decides all points of order or procedure, and performs any duties required by law, ordinance or these Bylaws. The Chair will vote and may participate in discussion of these motions. The Chair may confer with the staff liaison to the Committee regarding: A. placing matters on the agenda and/or agenda items; B. scheduling special reports; C. discussion of current matters under consideration; and D. discussion of future matters to be considered.

104. VICE-CHAIR

The Vice-Chair will serve in the absence of the Chair or in the event the Chair resigns.

105. VACANCIES AND REMOVAL

- A. Vacancies in the office of Chair or Vice-Chair for any cause shall be filled for the unexpired term by a new election at any regular or special meeting of the Committee. Vacancies occurring in the membership of Committee through the resignation or removal of any of its appointed members will be filled by the City Council at any regular or special meeting of the City Council.
- B. The members of the Committee may, by majority vote, request that the City Council replace any member who has exhibited conduct which includes, but is not limited by enumeration to: incompetence, willful inattention to duties; grossly discourteous treatment of the public or members of the City Council; willful violation of city ordinances or state law; attendance at any meeting of the Committee while impaired by drugs or alcohol; conviction of a felony or any criminal offense involving truth, theft or moral turpitude; or any other conduct unbecoming a member of the Committee. In addition, the members of the Committee may, by a majority vote, request that the City Council replace any member whom they consider as otherwise not fulfilling the obligations assumed by acceptance of appointment to the Committee. The City Council, May for cause, remove any member of the committee in accordance with Chapter 2.44 of the City Code.

106. STAFF REPRESENTATION

A staff member responsible for the Committee, or as designated by the City Manager, will attend all Committee meetings and provide for the taking of minutes.

107. STAFF SUPPORT

- A. Staff's duties and obligations to the Committee include:
 - 1. Preparation, posting, and distribution of agendas and Committee member information packets usually not less than seven (7) calendar days prior to Committee meetings.
 - 2. Preparation of agendas from items generated by staff, or as requested by the Committee in a previous meeting.
 - 3. Recordation of meeting minutes and provision of transcriptions for review by the Committee prior to the next meeting.
- B. Staff will also provide further information for any matter under consideration requested by a Committee member and distribute the same to all other Committee members.

II. MEETINGS

201. COMPLIANCE WITH ARIZONA STATE OPEN MEETING LAW

All regular meetings, special meetings, and emergency meetings of the Water Resources

Advisory Committee shall comply with the Arizona open meeting law as set forth under A.R.S. § 38-431 *et seq.*

202. REGULAR MEETINGS

Regular meetings of the Committee are held on the second Tuesday of each month at 7:00 a.m. in the City Administration Complex at 2355 Trane Road, unless public notice is made of another meeting place or time. If there are no items for Committee consideration no meeting will be held and staff may issue a notice that a meeting will not take place. The meeting date or time may be changed if a quorum cannot be present for the regularly scheduled meeting. If a regular meeting date falls on a holiday, the meeting will be held the following Tuesday or on another day as approved by a majority vote of the Committee.

203. SPECIAL MEETINGS

- A. A special meeting may be held by the Committee on call of its Chair upon condition that written notice be given to all committee members and staff, not less than twenty-four (24) hours, and preferably seven (7) calendar days, prior to the meeting.
- B. A special meeting may also be called upon the written request of three (3) Committee members directed to the Chair and staff. Written notice of the special meeting shall be provided to all Committee members and staff no sooner than seven (7) days after receipt of the written request.
- C. The Chair may schedule emergency meetings in compliance with the Arizona Open Meetings law.

204. SITE VISITS

In order to carry out its duties, the Committee is permitted to visit a site individually or as a group. However, if three or more members travel to or meet at the site(s) together, the visit will be deemed a meeting and must be in compliance with the open meeting law. It is recommended that members not travel to or meet at sites together unless staff has been notified and had reasonable opportunity to ensure compliance with open meeting law requirements.

205. QUORUM AND VOTING

Three members of the Committee constitute a quorum. The affirmative vote of at least a majority of a quorum is required for passage of any matter before the Committee. The minutes of the meetings will reflect a "yes" or "no" as cast on a particular measure and will reflect the vote of each member present. A member may abstain from voting only upon a declaration that the member has a conflict of interest as defined in Section 207, in which case the member shall take no part in the deliberations or vote and take the actions outlined in Section 207 below.

206. ATTENDANCE

The established dates of meetings permit Committee members to schedule personal business appointments not to conflict with Committee meetings. Members should notify staff in

advance of anticipated absence from meetings. If a member misses more than three (3) meetings over a twelve (12) month period without valid cause, that member's seat on the Committee may be considered vacant as determined by a majority vote of the committee and filled pursuant to Section 105 above.

207. CONFLICT OF INTEREST

- A. Any member having a "substantial interest" in the outcome of any matter brought before the Committee under Arizona's "conflict of interest" laws (A.R.S. § 38-501 *et seq.*) shall declare the conflict in writing on a form provided by the City Clerk and not participate as a Committee member in the discussion, deliberation, or decision on the matter.
- B. No member of the Committee shall initiate, discuss, negotiate, secure, draft, or create any contract on behalf of the City if the member is an employee, agent, or consultant to any other party to the contract. If a Committee member believes a conflict of interest exists, that member may request and will receive a written opinion from the City Attorney regarding that member's participation on that particular issue.

208. ORDER OF BUSINESS

- A. The order of business will be as follows:
 - 1. Call to order.
 - 2. Roll call by recording secretary.
 - 3. Call to the public.
 - 4. Requests for postponement or withdrawal of items.
 - 5. Hearing of Items/Action Items.
 - 6. Reports by Committee members or department staff.
 - 7. Committee comments regarding current events.
 - 8. Discussion and possible action to set topics for a future agenda.
 - 9. Adjournment.
- B. The Chair may alter the order of business for convenience or necessity.

III. AMENDMENTS

301. AMENDMENT PROCEDURE

Amendments to these rules may be made by the Committee upon the affirmative vote of fifty percent plus one (50% + 1) of members of record (four (4) members) as an agenda item at any regular meeting of the Committee. Amendments adopted will become effective at the next regular meeting of the Committee following approval by the City Council.

302. ANNUAL REVIEW

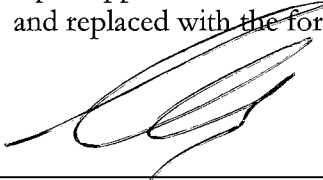
Staff will schedule an annual review of these Bylaws at or in close proximity to the first regular meeting of each fiscal year.

303. FILING AND DISTRIBUTION

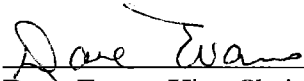
Copies of these Bylaws and any amendments will be distributed to the members of the Committee and to the Mayor and members of the City Council. The secretary will maintain a file of the original copies of these Bylaws and any subsequent amendments.

304. EFFECTIVE DATE

Upon approval of these Bylaws by the City Council all prior Bylaws are rescinded in their entirety and replaced with the foregoing.

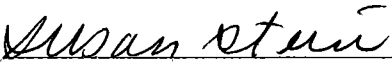


Fred Lamb, Chair
12/8/15
Date



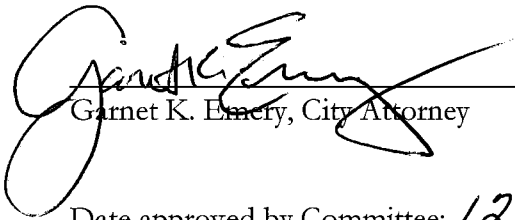
Dave Evans, Vice-Chair
12/8/15
Date

ATTEST:



Susan Stein, City Clerk (SEAL)

APPROVED AS TO FORM:



Garnet K. Emery, City Attorney

Date approved by Committee: 12-8-15

Date approved by City Council: 10-20-15