

# CITY OF PHOENIX CITIZENS GOLF ADVISORY COUNCIL

## BYLAWS

### ARTICLE I Name, Authority, Purpose, Functions

#### **Section 1: Name**

The name of this organization shall be the City of Phoenix Citizens Golf Advisory Council ("COUNCIL").

#### **Section 2: Authority**

The COUNCIL has been created by the City of Phoenix Parks and Recreation Board with the approval of the Phoenix City Council.

#### **Section 3: Purpose and Functions**

The purpose of the COUNCIL is to provide a forum for citizens interested in the operation and preservation of Phoenix Municipal Golf Courses to communicate with the Phoenix Parks and Recreation Department staff ("STAFF") and the Parks and Recreation Board ("BOARD") with regard to golf course operations, use, maintenance, marketing, funding, and planning.

The COUNCIL shall hold meetings regularly, communicate with STAFF and make recommendations to STAFF and the BOARD. The COUNCIL is a volunteer citizens body that serves without pay and is appointed by the BOARD based on recommendations of STAFF.

### ARTICLE II Membership and Officers

#### **Section 1: COUNCIL Membership Composition**

The COUNCIL membership shall include a minimum of 15 citizens and a maximum of 21 citizens (Members) who have an interest in City of Phoenix golf courses. Members shall be appointed by the BOARD for a term of three years. Members serve at the pleasure of the BOARD and may not serve more than two consecutive terms.

#### **Section 2: Guest Members**

From time to time the COUNCIL may elect to appoint guest members to serve for a defined period of time or for specific purposes. Selection criteria shall be based upon the needs and interests of the COUNCIL. Such guest members shall not be eligible to vote, but may participate in all other activities and functions of the voting members. Guest members, however, shall not be counted when determining the presence of a quorum.

#### **Section 3: Staff Supervisor**

City staff shall designate a supervisor from the Parks and Recreation Department to act

as ex-officio member at meetings. This person is a nonvoting member of the BOARD who does not count toward a quorum. This person shall keep, or cause to be kept at the principal office of the Parks and Recreation Department, all reports and minutes of all meetings of the COUNCIL, in accordance with applicable law.

#### **Section 4: Criteria for Membership**

The appointing authorities shall be encouraged to assure that each member meet the following criteria:

- A. Plays golf and has an interest in and knowledge of Phoenix Municipal Golf Courses.
- B. Is dedicated to the advancement and betterment of the Phoenix Municipal Golf Courses as a whole, in support of the Golf Division.
- C. Is able to regularly attend meetings.
- D. Is willing to consider and discuss the opinions of other COUNCIL members.

#### **Section 5: Removal of Members**

The COUNCIL may petition the BOARD to have a member removed for cause and a new appointment made to complete the removed member's unexpired term. Missing three consecutive meetings without acceptable reason shall be considered cause for removal. The COUNCIL may by majority vote recommend that the person resign or be removed by the BOARD.

Members are encouraged to voluntarily resign from the COUNCIL if they are unable to regularly attend scheduled meetings.

#### **Section 4: Officers**

##### **A. Elections And Terms Of Office**

Officers shall be elected by the COUNCIL members. The Officers shall consist of a chairperson and a vice-chairperson.

The chairperson shall appoint a Nominating Committee of at least two members to recommend nominations for officers before each election occurs.

Officers shall be elected during the final meeting of the calendar year and shall take office in the first meeting of the next calendar year. The term of office shall be one year. The holder of each office may hold that office for no more than two full consecutive terms (2 years), but may be re-elected after serving one year on the COUNCIL without holding any office.

**B. Chairperson**

A chairperson of the COUNCIL shall be elected by a majority vote of the voting members with a quorum present. The chairperson shall preside at all meetings of the COUNCIL, decide all points of order or procedure, and perform any duties required by law, ordinance, or these bylaws. The chairperson may vote and may participate in or lead discussion of motions.

**C. Vice-Chairperson**

A vice-chairperson shall be elected in the same manner as the chairperson. The vice-chairperson shall serve as chairperson in the absence of the chairperson. In the event the chairperson is unable to continue to serve, the vice-chairperson shall assume the chairperson's duties for the remainder of the year. A new vice chairperson shall be elected. When a vice chairperson becomes chairperson he or she is still eligible to serve two consecutive terms after the service of the partial term.

## **ARTICLE III Meetings**

**Section 1: Meetings**

Meetings of the COUNCIL shall be held at least four times a year. It is anticipated that meetings will be held monthly. The meetings shall be open to the public. At meetings COUNCIL members shall comply with Arizona Revised Statutes including A.R.S. 38-431 (the "Open Meeting Law") and the Phoenix Ethics Policy. When a member determines he or she has a conflict of interest on an issue the member shall announce such conflict and refrain from discussion, voting, or participating in any manner on the issue.

**Section 2: Agenda Items**

Matters may be placed on the agenda for consideration at meetings of the COUNCIL by any of the following:

- A. The Chairperson
- B. A member of the COUNCIL
- C. STAFF members

**Section 3: Quorum and Voting Rights**

A majority of all voting members shall constitute a quorum. Such members shall have one vote. A majority vote is required for approval of matters before the COUNCIL.

## **ARTICLE IV Procedures**

**Section 1: Subcommittees**

The COUNCIL may designate subcommittees to study issues of concern and present recommendations.

## **Section 2: Staff Support**

STAFF shall provide a person to take minutes of the meeting. Staff shall also coordinate meeting dates, act as a clearing house for COUNCIL suggestions and recommendations, transmit notices and agenda to the members, provide written information to members in advance of meetings, and transmit a copy of the minutes of each meeting to each member prior to the next regular meeting.

## **Section 3: Parliamentary Authority**

Roberts Rules of Order Newly Revised shall be the parliamentary authority for the conduct of meetings, except in cases where it conflicts with these bylaws.

## **Article V Amendments**

These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a two-thirds vote of the COUNCIL members present at any regular meeting. These bylaws shall not be altered, amended, or repealed, nor shall any new bylaws be adopted at any regular meeting of the COUNCIL unless notice of such is given at least 20 days prior to such meeting. These bylaws shall be effective immediately upon adoption.

## **Article VI Principles**

- A. Members agree to support all Phoenix Municipal Golf Courses as a whole before special and/or personal interests.
- B. Members will act on the basis of information and understanding.
- C. Members will focus their efforts strategically to achieve the greatest contribution possible.
- D. Members shall strive to achieve a consensus, bringing together diverse views to yield actions/recommendations in support of the Phoenix Municipal Golf Courses.
- E. Members will comment constructively and with appropriate suggestions and offers of help.
- F. Members of the Citizens Golf Advisory Council shall:
  - listen to each other
  - speak their beliefs
  - be objective
  - work toward benefiting the Phoenix Municipal Golf Courses.

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