PIMA COUNTY
ELECTION INTEGRITY COMMISSION

BYLAWS

ARTICLE I
NAME

The name of this organization shall be the Pima County Election Integrity Commission (EIC).

ARTICLE II
LEGAL REQUIREMENT

The Pima County Election Integrity Commission ("EIC") was created by Board direction on July 1, 2008. The Commission will function under the authority of the above-mentioned resolution and other stipulations as stated in the Pima County Code.

ARTICLE III
FUNCTION AND PURPOSE

The Pima County Election Integrity Commission is chartered as an advisory group, reporting to the Pima County Board of Supervisors. The purpose is to help improve the conduct of elections by examining the systems and processes behind them in order to improve functioning of and public trust in the Pima County electoral process.

ARTICLE IV
MEMBERSHIP, APPOINTMENTS and QUALIFICATIONS

Section 1 Each member of the Pima County Board of Supervisors shall each appoint one (1) member to the EIC. The Pima County Administrator shall appoint one (1) member to the EIC. Each political party, recognized by Pima County, shall appoint one member. All appointments are to be approved by the Pima County Board of Supervisors.

Section 2 Each voting member of the EIC shall be a resident of Pima County and a registered County voter.

Section 3 Pima County shall appoint one (1) staff person to serve as an ex-officio, nonvoting member. The Director of the Pima County Election Department shall also be an ex-officio, non-voting member.

Section 4 TERMS:

a. The terms of members of the Commission shall be two (2) years from the date that member's appointment is approved by the Pima County Board of Supervisors.

b. Members may be removed with or without cause by the person or party that appointed them or the successor to that person.

c. Upon the expiration of an appointment a member of the EIC may be reappointed or replaced by the appointing official or party. There is no limit on the number of terms a Commissioner may serve. In no case may a member serve if his or her appointment has expired.

Section 5 REMOVAL:

a. If a voting member misses four (4) consecutive regularly scheduled meetings or forty percent (40%) of the regularly scheduled meetings in a calendar year the EIC may remove that member by majority vote. Such vote shall be placed on the agenda of the first scheduled meeting after the criteria for removal are met. The person whose membership is in question shall be notified of the scheduled vote and shall be allowed to present a defense against removal. A two-thirds vote of eligible Commissioners shall be required for removal.

b. The EIC may by a two-thirds vote of eligible Commissioners recommend to the Pima County Board of Supervisors that a voting member be removed from the EIC for reasonable cause other than non-attendance.

Section 6 If a vacancy occurs on the Commission for any reason, it shall be filled in the same manner in which members are initially appointed.

ARTICLE V
OFFICERS & ELECTIONS

Section 1 The officers of the EIC shall be the Chair and Vice Chair.

Section 2 Two-thirds (2/3) of the eligible Commissioners of the EIC who are appointed and qualified must be present to hold election of officers.

Section 3 The election of officers shall take place at the first meeting of the calendar year, at which the requirements in Section 2 above are met or as required to fill a vacancy.

Section 4 Each elected officer shall hold office until a successor is elected and qualified or the person holding the office is no longer a member of the EIC.

ARTICLE VI
DUTIES of OFFICERS

Section 1 Chair shall:

a. Preside at all EIC meetings and ensure meetings are in compliance with all governing rules.

b. Ensure that ad hoc committees are established as needed, and their tasks are expeditiously and effectively performed.

c. Serve as an ex-officio member of all committees

d. Shall be the spokesperson for the Commission unless the Chair designates another voting member due to circumstances.

e. Submit the Annual Report to the Pima County Board of Supervisors.

Section 2 The Vice Chair shall:

a. Perform the duties of the Chair in the absence of the Chair.

b. Act as an advisor to the Chair and perform such additional duties as assigned by the Chair.

ARTICLE VII
REMOVAL of OFFICERS FROM OFFICE

A quorum of eligible Commissioners may decide by a two-thirds majority to remove any officer for reasonable cause. A removal vote must be proposed at least one (1) regularly scheduled meeting prior to the scheduled vote.

ARTICLE VIII
COMMITTEES

The EIC may create ad hoc committees to assist in providing advice to the entire commission.

ARTICLE IX
MEETINGS

Section 1 All EIC meetings will be conducted in accordance with the Arizona Public Open Meeting Law, A.R.S. 38-431.

Section 2 The EIC shall hold a minimum of nine (9) meetings per calendar year.

Section 3 A majority of eligible Commissioners shall constitute a quorum for the conduct of general business.

Section 4 Commissioner decision-making actions shall be governed by the provisions of the Arizona law on Conflict of Interest, A.R.S. 38-501.

Section 5 Proposing And Approving Agenda Items:

a. The Chair and staff shall send a proposed agenda to all Commissioners at least one week prior to any regular scheduled meeting.

b. Any Commissioner or non-voting member may propose an item for the agenda. The proposal shall be sent to the staff Coordinator who shall send it to the Chair by email, regular mail or personal contact for approval. The Chair may approve or disapprove the proposed agenda item. The submission must be at least one week prior to any regular meeting. For emergency meetings, agenda items must be delivered 24 hours before the day of the proposed emergency meeting.

c. If the Chair disapproves the agenda item, the Chair shall notify the proposing Commissioner within one day of receipt. The proposing Commissioner may then request an override by notifying the staff Coordinator who shall then poll the remaining voting members of the EIC and if four (4) Commissioners support the proposed agenda item it shall be placed on the agenda.

d. At the start of the meeting, agenda items can be called into question by any EIC member by making a motion to remove the item. If a majority of voting members present vote to remove the item it shall be removed from the agenda.

Section 6 Any member of the EIC may request an emergency meeting to discuss an issue pertaining to the handling of elections within Pima County by notifying staff of the request. Staff shall notify each member of the EIC of the request and if four (4) Commissioners support the request through written, email or other communication then the emergency meeting shall be scheduled at the earliest available time.

Section 7 Abstentions are not allowed in EIC voting decisions.

Section 8 The Chair or a Commissioner may request that a private vote be conducted. Under this procedure, a vote must be scheduled in accordance with the Open Meeting Law (OML). Each Commissioner makes a special ballot to express a preference. The special ballot allows votes to be counted without identifying the voter. Then, once the votes have been tallied, the ballots may be recounted to record the vote of each Commissioner.

ARTICLE X
ETHICAL CONDUCT

Section 1 Whenever Commissioners speak publicly and they choose to mention their EIC membership they must state for the record that they are speaking for themselves and not the EIC.

Section 2 Commissioners have the right to publicly discuss EIC business that is a matter of public record.

ARTICLE XI
LIMITATION of POWERS

Neither the EIC nor any Commissioner may incur governmental expenses without the prior

authorization of the governing body affected, nor may they obligate Pima County in any form.

ARTICLE XII
PARLIAMENTARY AUTHORITY

The parliamentary guidelines of the Pima County Election Integrity Commission shall be in accordance with the current version of Robert's Rules of Order.

ARTICLE XIII
OPEN MEETING LAW TRAINING

Section 1 The EIC shall hold an update session on the Open Meeting Law for all members once a year.

Section 2 Any new member(s) shall attend an Open Meeting Law training session conducted by Pima County within three (3) months of appointment to the Commission.

ARTICLE XIV
AMENDMENTS and REVIEW

Section 1 These bylaws may be amended at any regular meeting of the EIC by a two-thirds (2/3) vote of those present and voting, provided that notice of the change has been given to Commissioners at least one (1) week prior to the meeting at which the voting takes place.

Section 2 These bylaws shall be reviewed at least every five (5) years by the EIC.

Ratified by the Pima County Election Integrity Commission on this 15th day of January, 2016.

Chair, Election Integrity Commission