

PIMA COUNTY
ELECTION INTEGRITY COMMISSION
BYLAWS
Version 2

ARTICLE I
NAME

Section 1 The name of this organization shall be the Pima County Election Integrity Commission (EIC).

ARTICLE II
LEGAL AUTHORIZATION

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

ARTICLE III
FUNCTION and PURPOSE

Section 1 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 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 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.

Section 5 REMOVAL:

The EIC may, by a two-thirds majority vote of eligible Commissioners, recommend to the appointing authority that a Commissioner's appointment be terminated and a replacement nominated. A proposal to remove a Commissioner will be voted on at the next regularly scheduled meeting of the EIC.

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 and such appointment shall be for the remainder of the unexpired term.

ARTICLE V
OFFICERS & ELECTIONS

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

Section 2 A quorum of two-thirds of eligible Commissioners is necessary to elect officers and a two-thirds majority is required for election.

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. Serve as an ex-officio member of all committees
- c. Shall be the spokesperson for the Commission unless the Chair designates another voting member due to circumstances.

- d. Submit an 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

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

ARTICLE VIII
COMMITTEES

Section 1 The EIC may create standing and ad hoc committees to assist in providing advice to the entire commission. Ad hoc committees should be appointed for a term of office not to exceed the shortest individual remaining term of service.

Section 2 Standing committees of current Commissioners may be proposed by any Commissioner or by the Chair and ratified by a simple majority of Commissioners.

Section 3 The Chair or a Commissioner may propose the creation of an ad hoc committee composed of Commissioners and citizens. A simple majority of Commissioners can veto the creation of an ad hoc committee.

ARTICLE IX
MEETINGS

Section 1 All EIC meetings will be conducted in accordance with the Arizona Public Open Meeting Law, A.R.S. 38-501ff.

Section 2 The EIC shall hold a minimum of 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. In case of conflict of interest, Commissioners may recuse themselves from a deliberation by providing on-the-record reasons for such an action.

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 members, may propose an item for the agenda. The proposal shall be sent to the staff and the Chair and Vice-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, notice 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 staff who shall then poll the remaining voting members of the EIC and if four (4) members 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 an item. If a majority of voting members present vote to remove the item it shall be removed from the agenda.

Section 7 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) members support the request through written, email or other communication then the emergency meeting shall be scheduled at the earliest available time.

Section 8 Abstentions are not allowed in EIC voting decisions. However, the Chair or a Commissioner may request that a private vote be conducted. In such a vote, individual preferences marked on a ballot are private, but the vote is announced in accordance with Open Meeting Law rules, and the results are made public. The decision to hold such a vote must be approved by a majority of Commissioners.

ARTICLE X ETHICAL CONDUCT

Section 1 At all times each EIC Commissioner shall conduct him or herself in a respectful and collegial manner when dealing with other members or the public.

Section 2 When Operating Outside of Formal EIC Proceedings:

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

ARTICLE XI
LIMITATION of POWERS

Section 1 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
PARLIAMETARY GUIDELINES

Section 1 The parliamentary guidelines of the Pima County Election Integrity Commission shall be in accordance with Robert's Rules of Order, eleventh edition.

ARTICLE XIII
OPEN MEETING LAW TRAINING

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

Section 2 If any member misses the scheduled education session for whatever reason, the EIC Coordinator will schedule an education session as soon as possible.

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 two-thirds of eligible voters, 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.

Approved by the Pima County Election Integrity Commission on this _____ day of _____, 2015.

Tom Ryan, Chair, Election Integrity Commission