

**PIMA COUNTY
CANOA RANCH CONSERVATION COMMITTEE
BY-LAWS**

AUTHORIZATION:

Board of Supervisors Action, January 14, 2014

MISSION:

To assist Pima County Natural Resources, Parks and Recreation Department in reviewing and making recommendations to the County Administrator and the Board of Supervisors regarding all public/private partnership proposals for the conservation, restoration, expansion and development of Canoa Ranch put forward by foundations and other organizations. In addition, the Canoa Ranch Conservation Committee will work collaboratively to acquire funds and plan future bond funding for the implementation of the Canoa Ranch Master Plan.

ARTICLE I.

MEMBERSHIP

The Committee shall consist of ten (10) members: one (1) appointed by each member of the Board of Supervisors; one (1) appointed by the County Administrator; one (1) appointed by the Tohono O'odham Nation; and three (3) to represent the historical, cultural and occupational uses of historic Canoa Ranch. The Coordinator of the Committee, a staff member of Pima County Natural Resources, Parks and Recreation, shall serve as a non-voting *ex officio* member.

ARTICLE II.

TERM OF OFFICE

Each member shall serve a four (4) year term and serve no more than two consecutive terms.

If a member fails to attend three consecutive regularly scheduled meetings of the Committee, the Committee will recommend termination of member's appointment to the initial appointing authority.

Replacement members shall be appointed by the initial appointing authority for the member she/he is replacing and shall serve from the time of appointment until the completion of the term of the original member.

ARTICLE III.

FUNCTIONS

The Committee shall carry out its mission to:

1) Review and make recommendations to the County Administrator and the Board of Supervisors regarding all viable public/private partnership proposals for the conservation, expansion and development of Canoa Ranch put forward by foundations and other organizations. Proposals shall first be evaluated by County staff (Canoa Ranch Committee) to determine if they merit evaluation by the Committee. All formally written proposals shall be provided to the Executive Committee (Chair and Vice Chair) by County staff with brief explanations about why they were deemed viable/non-viable. All proposals deemed viable by County staff shall be evaluated by the Committee. If the Executive Committee disagrees with County staff about a proposal deemed non-viable, it may recommend the proposal be evaluated by the Committee as well.

2) Work collaboratively to acquire funds and plan future bond funding for the implementation of the Canoa Ranch Master Plan.

a) The Committee will review and make recommendations regarding any viable private proposals to raise funds for the conservation, restoration, expansion and development of Canoa Ranch consistent with the Canoa Ranch Master Plan. If the Committee recommends a proposal, it shall be forwarded to the County Administrator and Board of Supervisors. If the Board approves the proposal, the Committee will work collaboratively with the private partner(s) to the extent legally allowed to raise such funds.

b) The Committee will review and make recommendations regarding any bond proposals for the implementation of the Master Plan presented to it by County staff; once a bond proposal has been recommended by the Committee, the Committee will make presentations to the County Bond Advisory Committee in support of the proposal.

3) Perform any other functions assigned it by the Board of Supervisors.

ARTICLE IV.

OFFICERS

Chair: The Chair shall be elected by a majority of the members of the Committee to serve a two-year term or until the end of the regular term of the Chair. The Chair shall not serve more than two consecutive terms.

The Chair shall preside over all meetings of the Committee. The Chair shall perform other duties, and have other powers as may be assigned to the Chair by the Committee.

Vice-Chair: The Vice-Chair shall be elected by a majority of the members of the Committee to serve a two-year term or until the end of the regular term of the Vice-Chair. The Vice-Chair shall not serve more than two consecutive terms.

In the absence of the Chair, the Vice-Chair shall preside. The Vice-Chair shall have powers and perform duties as may be assigned by the Committee, and as may be delegated by the Chair. The Vice-Chair shall possess the power, and may perform the duties of the Chair in her or his absence or disability, unless otherwise prescribed by the Committee.

Executive Committee: The Chair and Vice-Chair shall constitute the Executive Committee. The Executive Committee shall review all formally written proposals for public/private partnerships and fund-raising campaigns. The Executive Committee shall prepare annual reports and agendas for all regular and special meetings.

Secretary: The *ex-officio* Coordinator of the Committee or designee shall serve as Secretary of the Committee. The Secretary or designee shall keep a record of all meetings of the Committee.

ARTICLE V.

SCHEDULE

Regular Meetings: Regular meetings shall be held four times a year on the second Tuesday of March, June, September and December from 4:00p.m.to 6:00p.m.

Special Meetings: The Chair, Coordinator, or any three (3) Committee members may call a Special Meeting by notifying the Chair in writing and/or email that a special meeting, including those to evaluate proposals, is necessary.

Notice to the Chair shall include a statement of the purpose of the meeting. Upon receipt of the written/email request, the Chair shall schedule a convenient meeting time on a date not more than thirty days from the date of the receipt of the request.

All Committee members shall be notified in writing or email of the date, time and purpose of the meeting.

If a quorum for a Special Meeting cannot be obtained, the subject for the Special Meeting shall be placed on the agenda of the next regular Committee meeting.

Meeting Locations: Regular and Special Meetings shall be scheduled in locations within Pima County convenient to members of the Committee with enough space to accommodate the public.

Meeting Agendas: Pursuant to the Arizona Open Meeting Law, all regular, special, and subcommittee meetings of the Committee must follow a prepared agenda posted on the County website at least 24 hours prior to the meeting. A.R.S. §38-431.09

Standing Agenda Items for regular meetings may include: Call to Order; Unfinished Business; New Business; Call to the Public; Future Agenda Items; Next Meeting Date, Time and Location; Adjournment.

ARTICLE VI.

QUORUM

To constitute a quorum, a simple majority (6) of the Committee, excluding the Coordinator, must attend any properly called regular or special meeting. Attendance shall be in person or by conference telecommunication.

Reports and recommendations emanating from the Committee, except amending the bylaws, shall be adopted by a majority vote of the Committee in attendance at any properly called meeting with a quorum.

ARTICLE VII.

PARLIAMENTARY AUTHORITY

All meetings shall comply with the Arizona Open Meeting Law, follow a prepared agenda, and be governed by the current Robert's Rules of Order in all cases to which they are applicable, and in which they are consistent with these By-Laws and any special rules adopted by the Pima County Board of Supervisors or the Committee.

A.R.S. §38-431(6).

ARTICLE VIII.

SUBCOMMITTEES

Subcommittees: The Chair may appoint standing or ad hoc subcommittees, as deemed necessary, to complete projects initiated by the Committee. The Chair or her/his designee shall be a member of all Subcommittees.

Membership and Quorum: Subcommittees must be comprised of 2-4 regular Committee members as assigned by the Chair of the Committee.

ARTICLE IX.

CONFLICT OF INTEREST

Any member of the Committee who has, or whose relative (as defined by A.R.S. 38-501 through 38-511) has, or who is employed by or associated with a firm or company which has a financial interest in any decision of the Committee, shall make known such interest so that it is recorded in the minutes of the Committee, and shall refrain from participating in any manner in such decision. All members of the Committee shall comply with the provisions of A.R.S. 38-501, et seq.

ARTICLE X.

AMENDMENTS

By-laws may be adopted, repealed or amended by no less than 6 affirmative votes of the Committee at a regular or special meeting provided written and/or email notice is given of the proposed By-law changes to the Committee at least 30 days prior to the meeting.