ARTICLE I  
Name and Principal Office

The name of this Commission shall be the Pima County Natural Resources, Parks and Recreation Advisory Commission (hereinafter ‘Advisory Commission’). The principal office for the transaction of business for this Advisory Commission shall be in Pima County, Arizona.

ARTICLE II  
Membership

Members: The Pima County Board of Supervisors shall appoint an Advisory Commission of ten (10) members. Each member of the Board of Supervisors shall appoint two (2) persons to serve on the Advisory Commission.

Term: Each member of the NRPR Advisory Commission shall be appointed for terms of six (6) years as per Statute 11-934,B. Commission members representing all supervisorial districts shall be appointed for terms of six years which shall be arranged so that the terms of one third of the members shall expire every two years. Thereafter, the term of office of each appointed member shall be six (6) years.

ARTICLE III  
Officers and Conduct of Meetings

A. Officers:

1. Chair and Vice-Chair: The members of the advisory commission shall elect, by majority of the total membership, a Chair and Vice-Chair.
2. Secretary: There shall not be a Secretary from the membership. Secretarial functions shall be performed by a staff member selected by the NRPR Director.
3. Vacancy in Office: The Vice-Chair who fills the office of Chair upon a vacancy and the member elected to fill the office of Vice-Chair, pursuant to Paragraph 5(b) of this Article, may succeed himself or herself in that office.
4. Officers’ Duties:
   a) Chair: The Chair shall preside at all meetings of the Advisory Commission. The Chair may, from time to time, call special meetings of the Advisory Commission whenever he or she deems it necessary to do so. The Chair shall do and perform other duties and have other powers as, from time to time, may be assigned by the Advisory Commission. It shall be the responsibility of the chair to approve the agenda for each Advisory Commission meeting prior to its posting. The Chair shall contact any member who has had two (2) consecutive absences to follow up on the reasons for such an absence.
   b) Vice-Chair: In the event that the Chair is absent from a meeting of the Advisory Commission, the Vice-Chair shall preside. The Vice-Chair shall have such powers and shall perform such duties as may be assigned by the Advisory Commission and as may be delegated by the Chair. The Vice-Chair shall possess the power and may perform the duties of the Chair in the Chair’s absence or disability. In the event that the Chair leaves office prior to the end of his or her one (1) year term, the Vice-Chair shall assume the position of Chair for the remaining portion of the term and a new Vice-Chair shall be elected by a majority vote of the total membership.
   c) The staff person assigned by the NRPR Director to fulfill the responsibilities of a secretary shall: timely mail notices and agenda materials to all members of the Advisory
Commission; post meeting notices as required by Arizona Open Meeting Law (ARS § 38-431 et seq.); keep minutes that provide a true and accurate account of all proceedings of Advisory Commission Meetings; and provide for safekeeping of all minutes and records of the Advisory Commission.

B. Meetings:

a) Conduct of Meetings: All meetings shall be conducted in accordance with Arizona Open Meeting Law (ARS § et seq.). Where no law exists to the contrary, parliamentary procedures shall be conducted according to Roberts Rules of Order.

b) Number of Meetings: The Advisory Commission shall meet at least once a quarter unless a meeting is waived by a majority of the membership.

c) Regular Meetings: Meetings will be held at NRPR Main Office, located at 3500 W River Road, Tucson, Arizona 85741, at 9:30 am on the second Friday of the month. All meetings shall follow a prepared agenda and, unless otherwise specified Arizona Open Meeting Law or herein, shall be governed by the current Roberts Rule of Order. The agenda shall be delivered or sent to each Commission member no later than five (5) days prior to the meeting.

d) Special Meetings: The NRPR Director may call a special meeting. Additionally, three (3) Advisory Commission members may call a special meeting upon written request to the Chair. Such notice to the Chair shall include a statement of the purpose of and need for the meeting. Upon a receipt of such written request, the Chair in cooperation with the NRPR Director, shall set a convenient time within five (5) working days of receipt of the request for the meeting. The notice and agenda for the special meeting shall be delivered to each member at least 24 hours prior to the meeting. If a quorum for a special meeting cannot be obtained, the subject for that special meeting shall be placed on the agenda for the next regular meeting.

e) Annual Meeting: The Advisory Commission shall hold an annual meeting in the last quarter of the fiscal year at which a Chair and Vice-Chair shall be elected. Members shall be allowed to cast absentee ballots for the offices of the Chair and Vice-Chair. No proxy ballots shall be allowed.

C. Quorum: Simple majority of the members of the Advisory Commission at any properly called meeting, regular or special, shall constitute a quorum. Vacant positions do not reduce the quorum requirement. Participation by conference telecommunications, in a manner consistent with the provisions of these by-laws may be considered sufficient to constitute a quorum. If quorum is not established within 15 minutes of the publicly noticed time, the meeting shall be cancelled.

If a quorum is lost at any time during a meeting, the remaining members may either choose or adjourn or to continue as an ad hoc committee. As an ad hoc committee the members may hear the remaining items on the agenda, but not take action of any kind. A report must be presented at the next meeting regarding what transpired before the ad hoc committee.

D. Attendance:

a) Absence: Members who fail to attend three (3) consecutive regular meetings, without leave of absence, shall be considered resigned from the Advisory
Commission and the appropriate Supervisor shall appoint a person to complete the term of the resignee. The Advisory Commission may, by formal action at a regularly scheduled meeting and for good cause, grant leaves of absence to its members.

b) Proxy: No member may attend a meeting or cast a vote by proxy.

c) Conference Telecommunications Attendance: Members may participate in, and act at, any meeting of the Advisory Commission by means of conference telephone or similar communications equipment provided that all persons participating in the meetings, including the public, can hear the proceedings. The member shall provide sufficient information, on record, to assure that his or her identity is established, that he or she can hear the proceedings, and that the public can hear the member participating via telecommunications.

ARTICLE IV
Duties

A. Advisory Commission Duties:
   a) Discuss and review Pima County Natural Resources, Parks and Recreation procedures, services, programs, maintenance and operations.
   b) Advise and make recommendations to the Board of Supervisors, NRPR Director and County Administrator on NRPR procedures, services, facility locations and amenities and administration.
   c) Obtain information from the NRPR Director as the Advisory Commission deems necessary to fulfill its duties.
   d) Prepare and submit such reports as may be requested by the Board of Supervisors.

B. Member Duties: It is the duty of each member of the Advisory Commission to
   a) Be familiar with:
      1) Federal, state and local laws applicable to operations of the Pima County Natural Resources, Parks and Recreation Department;
      2) Community needs as they relate to Parks and Recreation programming and operations.
   b) Attend all Advisory Commission meetings, except for good cause.
   c) Review meeting agenda and materials prior to the meeting
   d) Support, and where appropriate, participate in NRPR’s public relations program.
   e) Attend state, regional and national trustee meetings and workshops, when feasible.

ARTICLE V
Committees

Special committees: The Chair may appoint Special Committees as deemed necessary for the completion of special projects for the Advisory Commission. These committees shall be responsible to both the Chair and the Advisory Commission. A quorum shall be a simple majority of the number of appointed members. Arizona Open Meeting Law and these by-laws for meeting conduct apply to all meetings of Special Committees.

ARTICLE VI
Conflicts of Interest
A. **Member Conflicts:** All members of the Advisory Commission shall comply with the provisions of ARS § 38-501, et. seq. Any member of the Advisory Commission who has, or whose relative ('Relative' means the spouse, child, child’s child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother or sister or child of a spouse as defined by ARS §38-502(9)) has, or who is employed by or associated with a firm or company which has a substantial financial interest in any decision of the Advisory Commission, shall make known such interest so that it is recorded in the minutes of the Advisory Commission. The member shall refrain from participating in any manner in such decision.

B. **NRPR Contracts and Agreements:** The Pima County Natural Resources, Parks and Recreation Department shall not enter into any agreement with a member of the Advisory Commission, a relative of a member of the Advisory Commission, or a firm or company which employs or is associated with a member of the Advisory Commission, to provide equipment, materials, supplies or services to the Advisory Commission provided, however, such procedures shall not apply to an award or agreement after competitive bidding.

**ARTICLE VII**

**Amendments**

Subject to approval of the NRPR Advisory Commission, these by-laws may be adopted, repealed or amended by a majority of the then serving Advisory Commission members at a regular or special meeting. Written notice of the proposed changes to the by-laws must be given to the Advisory Commission members of the proposed changes at least five (5) days prior to the meeting. No part of these by-laws may be adopted or amended in a manner with creates a conflict with Arizona Law.