

Pima County Outside Agency Advisory Committee By-Laws

ARTICLE I – PURPOSE

- A. To review requests for County funding of social services, youth and related programs, advise the Board of Supervisors on the budget and allocation of funds for Outside Agency services.
- B. To hold public meetings and receive community input on the type of programs and priorities needed.
- C. To review progress of program.

ARTICLE II – COMPOSITION

Each member of this Committee will be nominated and serve at the pleasure of each Supervisor of Pima County. A sixth member will represent the County Administrator. All members listed above shall be voting members. The Director of Community Development and Neighborhood Conservation shall participate on the committee to provide technical assistance and not have voting rights.

ARTICLE III – QUORUM

Four or more voting members shall constitute a quorum for the transaction of business.

ARTICLE IV – ACTIONS

The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of this Committee.

ARTICLE V – ATTENDANCE

- A. Members who fail to attend three (3) consecutive regular meeting shall be considered resigned from the Committee. The Committee may, for good cause grant leaves of absence to its members.
- B. Members may participate in and act at any meeting of the Committee by means of conference telephone, or similar communications equipment, provided that both the member so participating and the members and public present at the meeting can hear all proceedings. The member shall provide sufficient information, on record, to assure their identity and confirm the ability to hear and participate in the proceedings. No individual member may participate in such manner for more than three (3) meetings during the calendar year. No more than two (2) members may participate in such manner at any given meeting. Such participation should be used only when there is no feasible means for physical presence at the meeting.

ARTICLE VI – MEETINGS

Meetings shall be held pursuant to the open meetings law, Arizona Revised Statutes (38-431) and shall be conducted according to Roberts Rules of Order

ARTICLE VII – OFFICERS

- A. The officers of the Outside Agency Advisory Committee shall be a chairperson and one or more vice-chairperson/s each of whom shall be elected by the voting members.
- B. Election and term of officers shall be elected annually on or after January 1 of each year. Each officer shall hold office until his/her successor shall have been duly elected.

ARTICLE VII – REQUEST TO ADDRESS THE COMMUNITY ADVISORY COMMITTEE’S REVIEW DECISION

- A. Purpose
To assure a consistent process for the review of funding recommendations and decisions made by the Outside Agency Program Community Advisory Committee
- B. Process
Any organization, whose request for funding has been recommended for denial, reduction, or termination by the Committee, may seek a review of the Committee’s decision. The Request for Review by the Committee must be submitted by the organization within ten (10) business days from the date the decision is posted.
- C. The Request for Review must be in writing and must include:
 - 1. Name and address of organization;
 - 2. Signature of the chief officer of the organization;
 - 3. The specific Committee decision for which review is requested;
 - 4. The specific reason(s) warranting review of the Committee’s decision:
 - a. Relevant information which was not available when the Committee made its decision
 - b. Explanation of a factual error which contributed to the decision;and
 - 5. Relief requested by the organization.
- D. Committee Review Meeting
After receipt of the written Request for Review, the Committee will schedule a meeting in order to provide the organization with an opportunity to present its concerns regarding the funding recommendation. During the organization’s presentation, the Committee may ask questions. Thereafter the Committee will discuss, deliberate and make a decision to maintain or alter its original recommendation.

ARTICLE VIII- CHANGES TO THE BY-LAWS

These By-Laws may be altered, amended or replaced and new by laws may be adopted by a majority vote of the members at any regular meeting.

The above bylaws are certified and have been adopted by the members of the outside Agency Advisory Committee on the fourth Day of May, 2015.