

PIMA COUNTY
ELECTION INTEGRITY COMMISSION

BYLAWS

ARTICLE I

NAME

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

ARTICLE II

LEGAL REQUIREMENT

Section 1 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

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 In accordance with direction by the Pima County Board of Supervisors EIC shall be composed as defined in Section 2.

Section 2 APPOINTMENT: Voting members 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. In addition, each political party, recognized by Pima County, shall appoint one member. All appointments are ratified by the Pima County Board of Supervisors.

Section 3 QUALIFICATIONS: The membership of the Commission must be composed of residents of Pima County.

Section 4 NONVOTING MEMBERS: The county shall appoint one (1) staff person to serve as an ex-officio, nonvoting member.

- Section 5 TERMS:
- a. The terms of members of the Commission appointed by Pima County officials shall be two (2) years from the time of that member’s appointment as ratified by the Pima County Board of Supervisors. Such members may be removed with or without cause prior to the expiration of their term by the County Board of Supervisors who appointed them or by their successor in office.
 - b. The terms of members appointed by political parties shall be for two (2) years.
 - c. Upon the expiration of an appointment a member of the EIC may be reappointed or replaced by the appropriate appointing official. In no case may a member serve if his or her appointment has expired.
- Section 6 REMOVAL:
- a. The appointment of an EIC member who fails to attend four (4) consecutive regularly scheduled meetings and/or who fails to attend at least forty percent (40%) of the meetings called in a calendar year will be terminated.
 - b. The EIC may by a two-thirds vote recommend to the appropriate governing body the removal of any member for reasonable cause.
- Section 7 VACANCIES: Vacancies on the Commission shall be filled by appointment in the same manner in which members are initially appointed and shall last for the duration of the unexpired term.

ARTICLE V
OFFICERS & ELECTIONS

- Section 1 The officers of this Commission shall include Chairperson, and Vice Chairperson.
- Section 2 Two-thirds (2/3) of the members of the EIC who are appointed and qualified must be present to hold election of officers.
- Section 3 An election for officers of the EIC shall be held each year at the first meeting of the calendar year, or as required to fill a vacancy.
- Section 4 Each elected officer shall hold office until a successor is elected and qualified.

ARTICLE VI
DUTIES of OFFICERS

- Section 1 Chairperson shall:
- a. Preside at all EIC meetings and ensure meetings are in compliance with all governing rules.
 - b. Ensure that standing committees and other committees are established as needed and chaired, and their tasks are expeditiously and effectively performed.

- c. Serve as an ex-officio member of all committees
- d. Be a spokesperson for the Commission.
- e. Complete and submit the Annual Report.

- Section 2 The Vice Chairperson shall:
- a. Perform the duties of the Chairperson during absence.
 - b. Act in an advisory capacity to the Chairperson and perform such functions as assigned by the Chairperson.

ARTICLE VII
REMOVAL of OFFICERS FROM OFFICE

- Section 1 The EIC may by a two-thirds (2/3) vote of those Commissioners appointed and qualified at any one time remove any officer for reasonable cause. Such action must be proposed at least one (1) scheduled meeting prior to the scheduled vote.

ARTICLE VIII
COMMITTEES

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

- Section 2
- a. Ad hoc committees may be designated as necessary by the EIC.
 - b. Such committees shall be composed of one or more EIC members.
 - c. Other interested citizens/residents may be appointed by the EIC to serve as members.
 - d. Ad hoc committees will be dissolved upon the completion of their assigned task.

ARTICLE IX
MEETINGS

- Section 1 The EIC shall hold a minimum of nine (9) meetings per year.
- Section 2 A majority of the voting members of the EIC shall constitute a quorum.
- Section 3 The act of a majority of the Commissioners present at a meeting at which there is a quorum shall be the act of the EIC unless the act of a greater number is required by law or by these bylaws.
- Section 4 Member decision-making actions will 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 will send a proposed agenda to EIC members at least one week before the next meeting.
- b. Agenda items can be proposed by any member, including the non-voting member and be sent in person, by email or regular mail to the EIC staff and the Chair for approval. The Chair at his or her option may then approve or disapprove the item.
- c. If the Chair disapproves the agenda item, the Chair must inform the proposing Commissioner within one day of receipt. The proposing Commissioner can then request an override of the Chair by notifying the Coordinator who obtains written or email support of four (4) additional Commissioners.
- d. The final agenda will be compiled three (3) business days before the meeting,
- e. Any EIC Commissioner may bring up an item at any meeting under "New Business."
- f. At the start of any meeting, agenda items can be called into question by any member by making a motion to remove the item. Votes on removal will be decided by a simple majority of those present and voting.

Section 6 A call for an emergency meeting of the EIC to discuss an issue pertaining to the handling of elections within Pima County can be requested by any Commissioner, through the Coordinator, who then obtains written or email support from four(4) other voting members.

ARTICLE X
ETHICAL CONDUCT

Section 1 At all times each EIC Commissioner shall conduct him and herself in a respectful and collegial manner.

Section 2 When Operating Outside of Formal EIC Proceedings:

- a. It is understood that Commissioners are likely to engage in political activities outside of the formal EIC structure.
- b. Whenever members speak publicly and they choose to mention their EIC membership they must state for the record that he or she is not speaking on behalf of the EIC.
- c. Members 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 member 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

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

ARTICLE XIII
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 notice of the change has been given to members at least one week prior to the meeting at which voting takes place.

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

Ratified by the Pima County Election Integrity Commission on:

Date

Respectfully submitted by:

EIC Chair

Date