

BYLAWS

CITY OF PHOENIX

DEVELOPMENT ADVISORY BOARD

I. ORGANIZATION

A. Election of Chairman and Vice Chairman

The Board shall, as the final order of business at the first scheduled meeting each July, elect a Chairman and Vice Chairman from among its appointed members. Their terms shall be for the succeeding year, and they shall be eligible for re-election not to exceed two consecutive terms. Any appointed member shall be eligible for election as Chairman or Vice Chairman, provided the member's term extends for the entire year. Election of the Chairman shall occur first, election of the Vice Chairman second.

B. Chairman

The Chairman shall preside at all meetings and hearings of the Board, decide all points of order or procedure and perform any duties required by law, ordinance or these rules. The Chairman shall vote, and may participate in discussion of motions.

II. MEETINGS

A. Meetings – General

1. All meetings and hearings of the Board or any of its appointed Committees, except Executive Sessions, shall be open to the public as provided under Ordinance of the City of Phoenix. Any action calling for a formal vote shall take place only at a public meeting.

2. Motions may be made and/or seconded by any member present at the meeting, but only voting members may vote. The Chairperson shall vote, and may participate in discussion of motions.

3. All actions shall follow Robert's Rules of Order.

B. Regular Meetings

Regular meetings of the Board shall be held on the third Thursday of each month as necessary or in accordance with the approved calendar. Meetings shall be held in Assembly room A, Phoenix City Hall, 200 West Washington Street, unless public notice is made of another meeting place.

F. Conflict of Interest and Ethics

Board members shall abide by the provisions of Arizona Revised Statute pertaining to conflict of interest. When a Board member determines he or she has a conflict of interest, he or she shall announce such conflict and refrain from discussing or voting upon the matter.

G. Hearing of Appeals in Public Meeting

1. The Chairman will call the number of the appeal and the name of the applicant. Any Board member declaring a conflict of interest shall do so at this time and abstain from any further discussion. Staff will state the location of the property under consideration and the nature of the appeal.
2. The appellant or authorized representative may present any information or testimony they believe pertinent to the appeal. Those persons appearing in support of or in opposition to the appeal may then present their testimony.
3. Voting shall be by voice vote on the call of the Chairman, and each member participating shall vote "yes" or "no", or if abstaining shall so indicate. Upon decision of the Chairman or upon request of a Board member, whether before or after a voice vote, a roll call vote shall be taken,

City Council. The Secretary shall maintain a file of the original copies of these rules and any subsequent amendments.

ADOPTION

These rules were adopted by the Development Advisory Board at its regular meeting held on the third Thursday of each month.

Dated: January 27, 2000

Chairman *Gary L. Coley*

Secretary *Carole Barrogo*

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