

RESOLUTION NO. 11-976

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, COUNTY OF YAVAPAI AND STATE OF ARIZONA, AMENDING RESOLUTION NO. 09-915 TO RENAME THE TOWN OF CHINO VALLEY ROADS AND STREETS ADVISORY BOARD AS THE TOWN OF CHINO VALLEY ROADS AND STREETS COMMITTEE

WHEREAS, on August 27, 2009, the Town Council adopted Resolution No. 09-915 creating a Roads and Streets Advisory Board and setting forth its duties, responsibilities, and Rules of Procedures; and

WHEREAS, on September 20, 2011, the Roads and Streets Advisory Board determined to change its name to the Roads and Streets Committee;

NOW THEREFORE BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, County of Yavapai, State of Arizona, that Resolution No. 09-915 is hereby amended to change the name of the Roads and Streets Advisory Board to the Roads and Streets Committee as follows:

Section 1: TITLE OF PUBLIC BODY

The Roads and Streets Advisory Board shall henceforth be called the Roads and Streets Committee.

Section 2: PURPOSE OF ROADS AND STREETS ~~ADVISORY BOARD~~COMMITTEE

The purpose of the Chino Valley Roads and Streets ~~Advisory Board~~Committee ("~~Board~~Committee") is as follows:

- A. To advise the Mayor and Common Council regarding policies relating to Roads and Streets, their service, function, purpose, and for the enhancement of long term road development, geometrics, intersection configuration, planning and prioritizing based on current and future roadway demands.
- B. To establish criteria for the ranking and prioritizing of roadways and intersections to be improved.
- C. To establish roadway maintenance strategies and policies based on the best management practices of the industry and funding levels of the Town.

- D. To make recommendations to the Mayor and Common Council regarding Roads and Streets budget matters and potential funding mechanisms.
- E. To present to the Mayor and Common Council during a regularly scheduled Town Council meeting, in sufficient time to allow Council to incorporate any budget necessary item, an Annual Report describing the accomplishments of the Advisory Board Committee in the previous year and plans for the next year.

Section 3: MEMBERSHIP

- A. The Board Committee shall consist of nine (9) members appointed by the Mayor and Common Council at the first appropriate regular Common Council meeting held after this Resolution becomes operative. Thereafter, upon expiration of each Board Committee member's term, the members of the Board Committee shall be appointed by the Mayor and Common Council at a Common Council meeting in June. Each member to serve for a term of two (2) years, with four (4) terms expiring on June 30 of even-numbered years and five (5) terms expiring on June 30 of odd-numbered years. Appointments to fill un-expired terms shall be for the remainder of the term.
- B. Three (3) Council Members shall be appointed to the Committee and a maximum of five (5) members of the Advisory Board Committee must have a background in Civil Engineering, Public Works Construction, Transportation System Planning, or some combination of practical experience relating to roadways and transportation systems.
- CB. The Board staff liaison shall make recommendations to the Council Appointments Committee Mayor and Common Council for appointments to the Board to fill expired terms or vacancies on the Board Committee. The Council Appointments Committee shall review the applications and make a recommendation to the Mayor and Common Council for such appointment(s). A person may be appointed to serve as a Board Committee member for an unlimited number of terms.
- DG. Members of the Board Committee shall serve at the pleasure of the Council.
- ED. Persons eligible to serve as Board Committee members shall live within the Town limits, except three (3) members who may reside outside Town limits in Yavapai County and in an area normally served by the Town's transportation system.
- FE. Full and part-time Town employees are not eligible to serve as voting Board Committee members. An individual who works for the Town in the capacity of a temporary employee is not eligible to serve as a Board Committee member. The Public Works Director/Town Engineer shall serve as the primary staff liaison to

the BoardCommittee in a non-voting status. ~~Three (3) Council Members may serve on to the Board.~~

Section 4: QUORUM

A majority of the BoardCommittee, five (5) members, shall constitute a quorum.

Section 5: MEETINGS OF THE BOARDCOMMITTEE

- A. The BoardCommittee shall meet monthly, or as needed; the day, time and place of such meetings to be determined by the members of the BoardCommittee.
- B. The Chair may call special meetings at least forty-eight (48) hours in advance of such meetings, or a meeting may be called at the request of four (4) members of the BoardCommittee, or, additional meetings may be established prior to the end of a regular scheduled meeting.
- C. The BoardCommittee shall adhere to all relevant provisions of Arizona Revised Statutes, the Chino Valley Town Code of Ordinances and this Resolution. For rules of procedure not otherwise set forth, Robert's Rules of Order, Newly Revised shall govern the proceedings of the BoardCommittee.

Section 6: OFFICERS

- A. Officers of the BoardCommittee shall be a Chair, Vice-Chair and Secretary. These Officers shall also serve as the Executive Committee.
- B. In the event that the term of a BoardCommittee member serving as an Officer expires and said BoardCommittee member is re-appointed to the BoardCommittee by Mayor and Council, said BoardCommittee member shall not automatically resume his previous position and duties. All appointments to serve as an Officer of the BoardCommittee must be filled by election at the annual July meeting. If an Officer position becomes vacant during the term, an election shall be conducted at the next scheduled BoardCommittee meeting to fill the position for the remainder of the term.
- C. The Chair shall:
 - 1. Set the agenda for meetings of the BoardCommittee and advise the Secretary no less than one week prior to the regular meeting.
 - 2. Preside at all meetings of the BoardCommittee.

3. Call special meetings of the BoardCommittee, unless an additional meeting is determined during a regular meeting.
 4. Make reasonable best efforts to mediate any problems arising among BoardCommittee members.
 5. Present both written and verbal reports to the Mayor and Council, in a sufficient time to allow Council to incorporate any necessary budget items, as to the progress of the BoardCommittee.
- D. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.
- E. The Secretary, or designee, shall:
1. Post copies of meeting agendas no less than twenty-four (24) hours prior to a meeting of the BoardCommittee.
 2. Mail or deliver meeting minutes, agenda, and appropriate attachments to all members of the BoardCommittee no less than five (5) days prior to the regular meeting. The distribution of information is to include the Town Manager, for distribution to the Mayor and Council.
 3. Keep a true and accurate account and minutes of all proceedings of the BoardCommittee and its meetings
 4. Provide copies of the minutes of any regular or special meeting to all BoardCommittee members and to the Town Manager and, after BoardCommittee approval, to the Town Clerk. Upon request, minutes from meetings may be presented to the public and comply with the provisions of Arizona law regarding public meetings, including, without limitation, A.R.S. Sections 38-431 and 38-431.01.

Section 7: SUBCOMMITTEES

- A. The BoardCommittee shall create such Special Subcommittees as it deems necessary. These may include, but are not limited to: Speed Limit Review; Right of Way Acquisition; Construction/Specifications, Maintenance, Studies and Finance relating to the funding of roadways.
- B. At the annual July meeting, the Chair of the BoardCommittee shall appoint a Chair for each of the Subcommittees. The term for all Subcommittee Chair positions shall be for one year.
- C. Any Special Subcommittee may be disbanded after said Subcommittee has made its final report to the BoardCommittee.

Section 8: MEETING AGENDA

- A. Any agenda request shall be presented to the Chair or Secretary at least one (1) week prior to a BoardCommittee meeting.
- B. The Chair shall determine the items to be placed on the agenda.
- C. Meeting agendas shall be posted as required by state law.
- | D. The format of the agenda for BoardCommittee meetings May be as follows:
 - 1. CALL TO ORDER
 - 2. ROLL CALL
 - 3. APPROVAL OF MINUTES
 - 4. PUBLIC WORKS/TOWN ENGINEER'S REPORT
 - 5. COMMITTEE CHAIR REPORTS
 - 6. CALL TO THE PUBLIC
 - 7. CORRESPONDENCE
 - 8. OLD BUSINESS
 - 9. NEW BUSINESS
 - 10. FUTURE AGENDA SUGGESTIONS
 - 11. ADJOURNMENT

Section 9: STANDING RULES

The BoardCommittee may draft Standing Rules to govern procedures so long as they are not in conflict with the provisions of this Resolution. Such Rules shall be adopted by an affirmative vote of two-thirds majority (6) of the members of the BoardCommittee.

Section 10: ABSENCES; REMOVAL FOR UN-EXCUSED ABSENCES

- A. Except in emergencies, a BoardCommittee member shall notify the Chair or the Secretary of any intended absence from a BoardCommittee meeting not less than twenty-four (24) hours prior to that meeting.

- B. In the event that a BoardCommittee member misses three (3) consecutive meetings without being excused by the Chair or Secretary, or in the event that a BoardCommittee member misses five (5) regular meetings without being excused by the Chair or Secretary within a twelve (12) month period, the BoardCommittee shall forward a recommendation to the Town Manager for consideration by the Council of removal of said BoardCommittee member.

Section 11: RESIGNATIONS

- A. A BoardCommittee member who wishes to resign shall submit the resignation in writing to the Chair stating the effective date of the resignation.
- B. The Chair shall immediately forward the resignation to the Town Manager for Council action.

| Section 12: ~~BOARD~~COMMITTEE MEMBERS SHALL COMPLY WITH THE LAW

BoardCommittee members shall be bound by the Town Code of Ordinances, Chapter 35; Code of Ethics, and by all other provisions of applicable law.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 13th day of December, 2011.

Chris Marley, Mayor

ATTEST:

APPROVED AS TO FORM:

Jami C. Lewis, Town Clerk

Musgrove, Drutz & Kack, PC
Town Attorney