

TUCSON-PIMA COUNTY HISTORICAL COMMISSION
TUCSON/PIMA COUNTY/SOUTH TUCSON, ARIZONA
RULES AND REGULATIONS

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CITY OF TUCSON/PIMA COUNTY/TOWN OF SOUTH TUCSON

ARIZONA

RULES AND REGULATIONS

OF THE

HISTORICAL COMMISSION

A. ORGANIZATION

Membership

Appointment

Term of Office

Dismissal

Election of
Officers

Committees and
Sub-Committees

1. The Commission shall consist of eighteen persons of which five shall represent Pima County, twelve the City of Tucson and one the Town of South Tucson. Each member of the Tucson City Council shall appoint one member of the Commission who resides in said City Councilmember's ward. Six additional members, who each reside in the City of Tucson shall be appointed by the Mayor and Council. Each member of the Pima County Board of Supervisors shall appoint one member of the Commission who resides in his district. The South Tucson Town Council shall appoint one member to the Commission who resides in South Tucson. Each member of the Commission shall serve a term of two years from the time of that member's appointment. An appointment to fill a vacancy resulting other than from expiration of a term shall be for the unexpired term only.
2. If a member fails to attend three consecutive regularly scheduled meetings of the Commission, that member's appointment is terminated.
3. The Commission shall at the first regular meeting every July elect their own officers, adopt their own rules and shall meet at such times and places as determined by the Commission.
4. The Commission shall appoint such standing or temporary committees and sub-committees as shall be deemed necessary and designate the chairpersons thereof. Such chairpersons are granted full authority to direct activities and commit funds within overall policy guidelines of the

Commission and programs and budget sub-allocations specifically approved by the Commission for the various committees and Sub-Committees.

B. OFFICERS AND STAFF

Officers

1. The officers of the Commission shall consist of a chairperson and a vice-chairperson. The Commission shall have authority to designate such additional officers as may be deemed necessary.

The Chairperson
Presides at
Meetings

2. The Chairperson shall preside at all meetings and hearings. In the event of absence or disability of the Chairperson, the Vice-Chairperson shall preside. In the absence of both, the members shall appoint a Chairperson.

Other duties

3. The Chairperson shall report on all official transactions having to do with the scope of interests of the Commission that have not otherwise come to the attention of the Commission. The Commission shall render to the Governing Bodies of Pima County, Tucson and South Tucson an annual report on or before March 15th and send additional reports and recommendations as it determines or as requested by the Governing Bodies.

Reports

4. The Chairperson shall, subject to these rules and further instructions from the Commission, direct the Official work of the Commission.

Vice-Chairperson

5. The Vice-Chairperson shall perform the Chairperson's duties whenever the Chairperson is absent, and shall perform such other duties as may be assigned by the Commission.

Presiding
Officer's Duties

6. The presiding Officer, subject to these rules, shall decide all points of procedure or order unless otherwise directed by a majority of the members in attendance on motion duly made and approved.

Administrative
Assistance

7. Administrative assistance shall be provided to the Commission at the direction of the Clerk of the City of Tucson.

Minutes

8. The minutes shall record the names of members present and absent, the decision relating to each case acted on, together with the number of votes for and against, and all other official actions of the Commission.

Minutes a
Public Record

9. The minutes of its proceedings, except for executive sessions, shall be a public record and shall be filed with the Governing Bodies of Pima County, Tucson, and South Tucson. Minutes of executive sessions shall be taken and kept confidential in accordance with A.R.S. 38-431.03.B.

Meetings open

C. MEETINGS

Special Meetings

1. Meetings of the Commission shall be open to the public.
2. Special meetings for any purpose may be held on call of the Chairperson, or of a majority of the members and at the place designated.

Notice of
Special Meetings

3. Notice of said meetings shall be given members not less than 48 hours prior to time set, except where sooner required by urgency. Call of a special meeting, at any regular meeting shall be notice thereof as to members in attendance.

Quorum

4. A majority of the members of the Commission shall constitute a quorum.

Agenda

5. An agenda shall be prepared for each meeting.

Roberts Rules
of Order

6. Roberts Rules of Order shall govern actions of the Commission where they are not covered by these rules and regulations.

Commission's

D. FUNCTION AND PURPOSE OF COMMISSION

Function and
Purpose

1. To confer with and advise the governing bodies of Pima County, Tucson and South Tucson concerning various existing historical structures, sites and areas and districts in the community, and to compile and assimilate information and data relating thereto.
2. To recommend which buildings, sites, areas, or districts are to be designated as historical and what changes should be made to encourage and create historic character in an area.
3. To encourage the beautification of Pima County and Tucson and South Tucson and advise the governing bodies on matters affecting the beauty and culture of Pima County, Tucson and South Tucson.
4. To act as the official agency for the planning of the Tucson and national Bicentennial anniversary celebrations and to work with and advise Pima

County, Tucson and South Tucson governing bodies on said projects.

5. To develop and encourage united community interest, understanding and effort toward obtaining the objectives of the Commission.
6. To stimulate and encourage the cooperation of other groups.
7. To cooperate with all federal, state, county and municipal agencies and non-governmental organizations.
8. To render an annual report of its activities to governing bodies of Pima County, Tucson and South Tucson on or before March 15th of each year. To file minutes of Commission meetings with the governing bodies of Pima County, Tucson and South Tucson.
9. To recommend such action as it deems necessary or desirable to accomplish the above functions and to effectuate its policies.

E. LIMITATIONS

1. No member or employee of the Commission may incur expenses without the approval of the Commission. The Commission shall not obligate the Governing Bodies in any manner or form.

F. DECISIONS OF COMMISSION

1. The concurrence of the majority of the members constituting a quorum shall be the act of the Commission.
2. A member must disqualify himself from voting whenever he has a personal or monetary interest in the case, or will be directly affected by the decision of the Commission, or believes any conflict of interest exists.. A member may disqualify himself from voting whenever any applicant, or his agent, has sought to influence the vote of the member, other than in the public hearing.
3. Actions on questions arising under separately listed powers and duties shall be taken by separate motions of the Commission.

When simple majority vote applies

Disqualification

Separate actions

Advice

4. No informal requests for advice, or moot questions, will be considered by the Commission. Any advice, opinion, or information given by any Commission member, or any other official or employee of the three governing bodies, shall not be binding on the Commission.

Vote Required

G. AMENDMENTS TO RULES

These rules may be amended by a majority affirmative vote of the membership provided that such amendment be presented by a member at a regular meeting and action taken thereon not sooner than the following regular meeting, and provided that members are sent a written copy of the proposed change not less than seven days prior to the regular meeting at which the amendment is to be voted upon.

H. FILING OF RULES AND REGULATIONS

Two copies of the Rules and Regulations of the Commission and amendments thereof shall be filed with the Governing Bodies of Pima County, Tucson and South Tucson.

Filing required



Mayor & Council Communication

November 7, 1988

Subject: ESTABLISHING THE TUCSON-PIMA COUNTY HISTORICAL page 1 of 3
COMMISSION UNDER THE POLICY ADOPTED BY THE MAYOR
AND COUNCIL ON MARCH 28, 1988.

BACKGROUND

At the Study Session held December 21, 1987, the Governing Body formed a Mayor and Council Liaison Study Subcommittee for the purpose of reviewing various activities and issues related to the established boards, commissions and committees.

At the subcommittee's February 3, 1988 meeting, the members considered and approved several actions to streamline activities in this area, to include reducing the membership of the Tucson-Pima County Historical Commission from eighteen members to thirteen members. That recommendation was formally adopted by the Mayor and Council on March 28, 1988.

On August 1, 1988, Mayor and Council reviewed the ordinance establishing the policy recommended by the subcommittee. After a brief discussion, the governing body agreed that the item should be continued so that the Commission would have a chance to voice any concerns on the proposed action.

On September 6, 1988, Mayor and Council considered the ordinance which would reduce the Commission's membership. Consensus of the governing body was to continue the ordinance pending additional consideration of permitting the appointment of advisory members.

On October 24, 1988, Mayor and Council adopted an ordinance allowing advisory members on boards, commissions and committees.

Current Considerations

At the October 3, 1988 Study Session, Mayor and Council discussed the composition of the Tucson-Pima County Historical Commission. Council Member Marcus proposed that the City continue to make its 12 appointments to this 18 member Commission, but in conformance with the following provisions:

ESTABLISHING THE TUCSON-PIMA COUNTY HISTORICAL
COMMISSION UNDER THE POLICY ADOPTED BY THE MAYOR
AND COUNCIL ON MARCH 28, 1988.

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Mayor and each Council Member shall each appoint one member who resides in the city. Five additional members, who reside in the city, shall be jointly appointed by the Mayor and Council and shall be qualified in the following areas of expertise:

- (1) One (1) as an architect, or architectural historian;
- (2) One (1) as a historian, or cultural anthropologist;
- (3) One (1) as an archaeologist;
- (4) One (1) as a land use planner, urban planner, landscape architect, or cultural, geographer;
- (5) One (1) as a realtor, developer, or appraiser

The term of those members appointed by individual members of the mayor and council shall be coterminous with that of the appointing elected official. Of the members appointed jointly by the mayor and council, three (3) shall serve for a term of two (2) years, and two (2) shall serve for a term of four (4) years. The term of office shall be determined by the drawing of lots at the first regular meeting of the commission. Thereafter, members shall serve a term of four (4) years. The provisions of this ordinance shall take effect on January 1, 1989.

The changes proposed by the attached ordinance are not in conflict with the existing provisions of the Inter-Governmental Agreement (Pima County will continue to appoint 5 members, and the City of South Tucson will retain its member). The IGA gives the individual jurisdictions wide latitude in setting their membership qualifications.

Commission member Steve Leal has indicated that he will opt for the Citizens Transportation Advisory Committee on or before December 31, 1988. Mr. Leal is the only current member affected by the new ordinance, his term extends beyond January 1, 1989, the effective date of this ordinance.

November 7, 1988


ESTABLISHING THE TUCSON-PIMA COUNTY HISTORICAL
COMMISSION UNDER THE POLICY ADOPTED BY THE MAYOR
AND COUNCIL ON MARCH 28, 1988.

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Recommendation

It is recommended that Mayor and Council adopt this ordinance
revising the composition and terms of office of members of the
Tucson-Pima County Historical Commission.

Respectfully,



Joel D. Valdez
City Manager

JDV:DLDM:lgr
mestream
NOV7-88-814

Attachments (2): 1. Resolution No. 9222
Ordinance

2. Ordinance - Tucson-Pima County
Historical Commission