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TUCSON CONVENTION CENTER COMMISSION
CITY OF TUCSON, ARIZONA
RULES AND REGULATIONS
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CITY OF TUCSON, ARIZONA

RULES AND REGULATIONS CONVENTION CENTER COMMISSION

A. LEGAL REQUIREMENTS

These rules and regulations are made pursuant to Resolution #14435 and Section 2-9 of the Tucson Code. Three certified copies of these rules and amendments thereto shall be filed with the City Clerk, to be kept as a permanent public record.

B. FUNCTIONS AND PURPOSES OF COMMISSION

The Functions and purposes of the Commission as set forth in Resolution #14435 adopted May 16, 1988 are as follows:

1. "Section C - FUNCTION AND PURPOSE"

- a. *The Commission may recommend to the Mayor and Council and City Manager such services, ie. administrative and policy procedures for the operation of the Convention Center Department as the Commission may deem proper.*
- b. *The Commission shall be empowered to accept money or property, either as a gift or otherwise, and shall deposit said money in a special fund as authorized by the City Manager and expenditures therefrom shall be made only upon approval by the Mayor and Council and shall be made only for public purposes in relation to the operation of the Convention Center.*

2. "Section D - LIMITATION OF POWERS"

Neither the Commission nor any member may incur City expenses without prior authorization of the Mayor and Council, nor may it obligate the City of Tucson in any manner of form.

C. ORGANIZATION

1. *MEMBERSHIP - The Commission shall be composed of seven members who shall serve without pay.*
2. *APPOINTMENT - TERMS OF APPOINTMENT - Members are appointed by the Mayor and Council for a term coterminous with the member or until their successor is appointed and qualifies.*
3. *VACANCIES - Vacancies on the Commission shall be filled by appointment in the same manner in which members are initially appointed. Appointments to fill vacancies caused by the expirations of terms shall be filed with the City Clerk no more than thirty (30) days after the expiration of the terms, and appointments to fill other vacancies shall be filled with the City Clerk no more than thirty (30) days after the creation of the vacancy. Appointments to a vacated position shall be for the unexpired portion of the term. If no appointment for a position has been made within thirty (30) days of the effective date of the vacancy, that position may be filled by a majority vote of the Mayor and Council.*
4. *REMOVAL - A member of the Commission who misses four consecutive meetings or who fails to attend at least 40% of the meetings called in a calendar year is automatically removed from the Commission.*

The Mayor is an ex-officio Commission member.

5. *ELECTION OF OFFICERS - The Commission shall at the regular meeting every May elect a Chairman and Vice-Chairman from its members, by secret ballot, to hold office for a term of one-year, who shall have been a member of the Commission not less than twelve months on taking office. The Chairman and Vice-Chairman may hold such office for not more than two consecutive terms. Vacancies are filled for the unexpired term by the Commission.*

D. OFFICERS AND STAFF

1. *THE CHAIRMAN - The Chairman shall preside at meetings. In the event of absence or disability of the Chairman, the Vice-Chairman shall preside. In absence of both, the members shall appoint a Chairman pro term.*
2. *OTHER DUTIES - The Chairman shall appoint and remove at will members to committees and name the Chairman thereof.*
3. *REPORTS TO COMMISSION - The Chairman shall report on all official transactions that have not otherwise come to the attention of the Commission and shall exercise such other duties as are commonly exercised by a Chairman.*

D. OFFICERS AND STAFF, CON'T.

4. *DIRECT BUSINESS - The Chairman shall direct the official business of the Commission, request necessary help and information of the Executive Director.*
5. *VICE-CHAIRMAN - The Vice-Chairman shall perform the Chairman's duties whenever the Chairman is absent.*
6. *PRESIDING OFFICER'S DUTIES - The presiding officer shall decide all points of procedure or order subject to appeal to the membership. He shall vote on all matters except on his own rulings.*
7. *EXECUTIVE SECRETARY - The Convention Center Director shall be Executive Secretary of the Commission and shall not be a commission member.*
8. *EXECUTIVE SECRETARY'S DUTIES - The Executive Secretary (in addition to duties required by the City, some of which are described in the addendum to these rules) shall perform in carrying out its functions and purposes which shall include, but not be limited to, the following: Shall attend to all correspondence of the Commission; send out and publish all required notices; attend meetings of the Commission; keep the minutes of the Commission's proceedings, showing the vote of each member, and other official actions; compile all required records, maintain the necessary files and indexes; supervise all work required by the Commission to carry out its functions and purposes; prepare an annual report in conjunction with the budget report.*
9. *LEGAL COUNSEL - The City Attorney or his designated representative shall be the legal counsel for the Commission.*

E. COMMITTEES

Committees may be established and terminated as deemed appropriate by the Chairman or the Commission to perform such functions determined by each.

1. *STANDING COMMITTEES are to perform duties of a continuing nature.*
2. *ADHOC COMMITTEES are to perform a special duty, and shall automatically terminate upon completion of their work, unless otherwise continued.*

F. MEETINGS

1. *REGULAR MEETING - Regular meeting shall be held on the fourth Thursday of every other month and may be adjourned from day to day or to the next regular meeting.*
2. *SPECIAL MEETINGS - Special meetings for any purpose may be held on call of the Chairman or of four members and at the place designated.*

F. MEETINGS CON'T.

3. *NOTICE OF SPECIAL MEETINGS - Notice of special meetings shall given to members no less than 48 hours prior to time set, except when sooner required by urgency. Call of a special meeting, at any regular meeting, shall be notice thereof as to members in attendance. Waiver of notice may be given by members attending any meeting.*
4. *QUORUM - A quorum of the Commission shall consist of four members.*
5. *MINUTES - Minutes of the Commission meeting shall be filed with the City Clerk.*
6. *AGENDA - The Executive Secretary shall prepare and mail at the direction of the Chairman an agenda for each regular Commission meeting, which shall be mailed five days prior to the meeting date.*
7. *PUBLICITY - Publicity releases relating to Commission policy shall be cleared with the Chairman of the Commission.*
8. *ROBERTS RULES OF ORDER - Roberts Rules of Order shall be followed where applicable, where not in conflict with Commission rules.*

G. VOTING

1. *TO PASS MOTIONS - A majority of legal votes cast of those members present and voting provided there be a quorum present, shall carry all motions unless otherwise stated by these Rules or Roberts Rules of Order.*
2. *VOCE VOTE - Motions are to be determined by viva voce vote, or at the request of any members, by roll call. The Chairman shall declare all votes.*
3. *DISQUALIFICATION CONFLICT OF INTEREST - A member shall disqualify himself from voting whenever some private a benefit may come from the matter or he will be directly affected by the decision of the Commission, or believes any conflict of interest exists. Members will be bound by State statutes in respect to conflicts of interest.*
4. *NO PRECEDENTS - No action of the Commission shall set a precedent. Each matter shall be decided upon its merits and upon the circumstances attendant thereto.*
5. *REPORTS AND RECOMMENDATIONS TO GOVERNING BODY - The Commission shall render to the Mayor and Council an annual report on or before March 5th and such additional reports and recommendations as it determines - or as requested by the Mayor and Council.*

Recommendations to the Governing Body may include staff recommendations as modified by the Commission.

H. AMENDMENT TO RULES

- 1. VOTE REQUIRED - No rule shall be amended except by four affirmative votes.*
- 2. SUSPENSION OF RULES - No rule shall be suspended except by unanimous vote of those present. A motion to suspend the rules shall be decided without debate. Inconsistent procedure, without objection, implies consent to suspension.*