

**INDEPENDENT AUDIT AND PERFORMANCE COMMISSION  
BYLAWS**

**ARTICLE I  
Name**

The name of this organization shall be the Independent Audit and Performance Commission.

**ARTICLE II  
Membership**

Section 1) Membership, qualifications, and Functions and Duties will be in accordance with Tucson Code Chapter 10A Article XI Independent Audit and Performance Commission.

**ARTICLE III  
Officers**

Section 1) The officers of this Commission shall include a Chairperson and Vice Chairperson.

Section 2) The Chairperson and Vice Chairperson shall be elected at a June meeting.

Section 3) The term of each elected officer shall be two years. Officers elected outside of the June election will serve the remainder of the term they are filling.

Section 4) No officer may hold the same office for more than two consecutive terms.

Section 5) Election of officers should be announced at the meeting prior to the election.

**ARTICLE IV  
Duties of Officers**

Section 1) The Chairperson shall:

- a) Call and preside at Commission meetings.
- b) Appoint Standing Committees and Subcommittees as needed to accomplish business.
- c) Be a spokesperson of the Commission on issues approved by the Commission.
- d) Coordinate the agenda and meeting notices.
- e) Sign all documents regarding Commission business.

Section 2) The Vice Chairperson shall:

- a) Perform the duties of the Chairperson during the Chairperson's absence.
- b) Act in an advisory capacity to the Chairperson.

**ARTICLE V**  
Meetings

- Section 1) Meetings shall be posted, announced and recorded in accordance with A.R.S. Sec. 48-431 et. Seq. Open Public Meeting Law.
- Section 2) The regular meetings shall be on the first Wednesday of the month at 3:00 p.m.
- Section 3) A majority of the members currently appointed and serving shall constitute a quorum. If a quorum is not met within fifteen minutes after the scheduled meeting time, the meeting is canceled.
- Section 4) Executive Sessions shall be held in accordance with A.R.S. Article 38-431.03.
- Section 5) During any Commission meeting, a member may request that the Commission conduct expanded analysis, studies, or reports on an agenda item. If, following Commission discussion, a majority of Commission members favor proceeding, the scope of the project and the method to complete it will be defined.

**ARTICLE VI**  
Special Meetings

- Section 1) Special meetings may be called by the Chairperson as needed.

**ARTICLE VII**  
Subcommittees

- Section 1) Subcommittees may be created for specific projects as required. Meetings of subcommittees shall be conducted in accordance with the Arizona Open Meeting Law, A.R.S. 39-431.

**ARTICLE VIII**  
Agenda

- Section 1) An agenda for each regular, special, and subcommittee meeting shall be prepared by the Chairperson and City staff.
- Section 2) At any Commission meeting, a member may request that an item be added to the agenda for a future Commission meeting. When scheduled, agenda items may involve presentation of information by the requesting member and/or by staff.

- Section 3) Requests for additional staff work on agenda items may occur as follows:
- At any full Commission or Commission subcommittee meeting, upon request of a majority of members present.
  - If time is critical, a member may contact Commission Chair (or Subcommittee Chair if request pertains to the subcommittee issue). Chairs will be responsible for coordinating requests with staff.

**ARTICLE IX**  
Miscellaneous Policy

- Section 1) Commission members shall not be permitted to voice opinions on behalf of the Commission except on issues on which the Commission has made a statement or recommendation.
- Section 2) Neither the Independent Audit and Performance Commission nor any member thereof may incur City expenses or obligate the City in any way without prior authorization by the Mayor and Council.

**ARTICLE X**  
Parliamentary Authority

- Section 1) The parliamentary authority of the Commission shall be Robert's Rules of Order, Revised, subject to any special rules adopted by the Commission. Operational authority of the Commission shall be the policies dictated in the Tucson City Code, as applicable.

**ARTICLE XI**  
Amendments

- Section 1) An amendment to these bylaws may be proposed by any Commissioner at any regular meeting. The proposed amendment will be placed on the agenda for the next regular meeting for approval.
- Section 2) The proposed amendment will be voted on at the next regular meeting following the meeting at which the amendment was discussed.
- Section 3) An amendment properly ratified by the Commission will become effective immediately unless the amendment provides otherwise.

The Commission approved the bylaws on October 4, 2023.