

**STATEMENT OF ORGANIZATION AND PROCEDURES
FOR THE GREATER ARIZONA MAYORS ASSOCIATION**

PURPOSE

To provide the mayors from communities in north west and north central Arizona with a forum for discussion and organization on common matters being heard before the Arizona State Legislature, state agencies, and the United States Congress.

PREAMBLE

These rules of procedure have been independently adopted by the governing bodies of the cities of Bullhead, Camp Verde, Chino Valley, Clarkdale, Cottonwood, Dewey-Humboldt, Flagstaff, Fredonia, Jerome, Kingman, Lake Havasu, Page, Prescott, Prescott Valley, Sedona, Williams, and Winslow to ensure continuity of action in the consideration of items coming before the Greater Arizona Mayors Association to the end that the citizens of the aforementioned cities will be better served by their respective governing bodies.

ARTICLE I

ORGANIZATIONAL STRUCTURE

I. CREATION

The Greater Arizona Mayors Association is hereby created and shall be formally referred to as the Greater Arizona Mayors Association.

II. INCLUDED PARTIES

The Greater Arizona Mayors Association is organized to principally include the mayors from the cities of Bullhead, Camp Verde, Chino Valley, Clarkdale, Cottonwood, Dewey-Humboldt, Flagstaff, Fredonia, Jerome, Kingman, Lake Havasu, Page, Prescott, Prescott Valley, Sedona, Williams, and Winslow.

ARTICLE II

RULES OF PROCEDURE

I. CHAIRPERSON

1. Terms of Chairperson

The Chairperson of the Association shall be selected by a vote of a majority of mayors present at an organizational meeting called by the Greater Arizona Mayors Association. The term of Chairmanship shall begin January 1 and end

December 30 every year but the Chairperson will remain in authority until a new Chair is selected. The Mayor selected as Chair shall serve a term of one year.

II. MEETINGS

1. Frequency and Location

Regular meetings of the Greater Arizona Mayors Association shall occur every three months at a location selected by the Chairperson. A special meeting may be convened upon the announcement of the Chairperson.

2. Annual Business Meeting

The regular winter meeting of the Greater Arizona Mayors Association shall be designated the Annual Business Meeting. Time shall be set aside for the election of a chairman, amendments to Council bylaws, and other administrative matters coming before the Council.

3. Notification

Each respective city clerk shall independently abide by Arizona Open Meetings Law by posting a quorum notice and following regular rules of procedure for meetings of the City Council.

III. AGENDA & MINUTES

1. Meeting Agenda

In accordance with the Open Meeting Law, each meeting of the Greater Arizona Mayors Association will follow a pre-posted meeting agenda. The Chairperson shall be responsible for developing the agenda and distributing it to Mayors in the Association and their city managers.

2. Meeting Minutes

Minutes for each meeting of the Greater Arizona Mayors Association shall be stored for reference by each participating city. The hosting City shall be responsible for recording the meeting and preparing meeting minutes. Upon their completion, the meeting minutes shall be in compliance with the Arizona Open Meeting Law and disbursed to each participating city clerk for follow up action.

IV. VOTING MEMBERS

1. Voting Members

Voting members of the Greater Arizona Mayors Association shall include the mayors of the cities composing the Association or their designee.

2. Non-Voting Members

Non-voting members of the Council shall include representatives from Mohave County, Coconino County, Yavapai County, and staff members of the participating cities.

3. Quorum Definition

A quorum of the Council shall include the mayor, city manager and one city council member from each city. Temporary substitutes may be designated by an absentee member and said substitute shall have full voting privileges upon approval by the Chairman. Elected officials may only be substituted by elected officials from the same governing body.

V. PARLIAMENTARY PROCEDURE

A current version of Robert's Rules of Order may be referred to and utilized by the Chair to determine appropriate means of proceedings that may not be covered by these rules. Any interpretation, however, must be consistent with the basic principles of parliamentary law: 1) courtesy and justice to all; 2) consider one thing at a time; 3) the minority must be heard; and 4) the majority must prevail. In the event of a tie vote, the motion shall be considered lost.

VI. SHARED RESPONSIBILITY

All contracts, financial and other obligations entered into through formal action of the Greater Arizona Mayors Association shall be shared equally by all cities unless the action specifically identifies a disproportionate sharing provision.

VII. PROCEDURE FOR DISSOLUTION

At any regular or special meeting of the Greater Arizona Mayors Association, a vote may be taken to dissolve the organization and set an effective date. Or, by passage of a city council resolution, a participating city may opt to be removed from the Greater Arizona Mayors Association.

VIII. AMENDMENTS

1. Amendments Procedure

Amendments to these rules may be made by the Association upon the affirmative vote of a majority, provided such amendment is proposed at a preceding meeting, or is submitted in writing at a prior regular meeting of the Association and is

recorded in the minutes of such meeting. Amendments so adopted shall become effective immediately following their adoption unless otherwise stated in the motion.

2. Annual Review

The Association shall review the bylaws every year as a portion of their annual winter business meeting procedures.

3. Filing and Distribution

Copies of these rules and any amendments thereto shall be distributed to the members of the Association and to the city clerk of each participating City. Each city clerk shall maintain a file of the original copies of these rules and any subsequent amendments.

Passed and adopted on this _____ day of _____ 20_____.

MAYOR