

BUDGET REVIEW COMMISSION
RULES AND PROCEDURES (BYLAWS)

The Budget Review Commission ("Commission") was formed by Ordinance No. 4660 and amended by Ordinance No. 4693. The purpose, powers and duties of the Commission are established by ordinance and are codified in Scottsdale Revised Code § 2-383. These Rules and Procedures are authorized by Scottsdale Revised Code § 2-382.

1. MEMBERSHIP

1.1 Commission members are expected to attend all regular and special meetings. If any member of the Commission is absent or unreasonably tardy from any three (3) consecutive meetings, or from four (4) meetings within a six (6) month period, then the Chair shall notify the Mayor pursuant to Scottsdale Revised Code § 2-241.

1.2 In the event that a Commission member is unwilling or unable to serve, the Chair shall notify the Mayor or the Mayor's designee pursuant to Scottsdale Revised Codes § 2-241.

2. OFFICERS

2.1 Officers of the Commission shall include a Chair and a Vice-Chair.

2.2 The Chair and Vice-Chair shall be elected from among its appointed Commissioners at the first meeting of each calendar year. Nominations from the floor shall be requested and accepted. By a show of hands, the affirmative vote of a majority of a quorum of the Commission shall be required for the election of each officer. An officer may be removed from his or her officer position at any time by a vote of five (5) or more Commission members.

2.3 Vacancies for Chair and Vice-Chair shall be filled in like manner, at a regular meeting or at a special meeting of the Commission called for such purpose, and due notice shall be given to each member of the Commission of the proposed election. Officers shall serve a term of one (1) year or until their successors are elected, or the remainder of the term when filling a vacancy.

2.4 The duties and responsibilities of each officer are as described below:

2.5 Chair. The Chair shall preside at all meetings of the Commission and decide all points of order or procedure, and shall perform all other duties as the Commission may determine.

2.6 Vice-Chair. The Vice-Chair shall act in the place and stead of the Chair in the event of his/her absence and shall exercise and discharge such other duties as may be required of him/her by the Commission.

3. CITY REPRESENTATIVE

3.1 The City Manager and City Treasurer shall each designate a staff representative to the Commission. The staff representatives shall provide the Commission with reports and information about relevant matters and will assist in effecting any necessary coordination between the City and the Commission.

3.2 The City Attorney, or designated representative, shall provide legal assistance, as needed, to the Commission.

4. MEETINGS

4.1 The Commission's Regular meetings shall be held in either the City Hall Kiva Forum, 3939 N. Drinkwater Blvd., Scottsdale, AZ 85251, or the Community Design Studio, 7506 E. Indian School Road, Scottsdale, AZ 85251, on the meeting dates and times that are previously approved and designated Regular Meetings by the Commission. All other meetings will be designated Special meetings.

4.2 Special meetings may be held upon the call of the Chair. Each member shall receive at least twenty-four (24) hours notice of a special meeting.

4.3 The Commission may cancel any future meeting, including regularly scheduled meetings, upon a majority vote at a regular or special meeting. When it appears between meetings that a meeting should be cancelled for lack of quorum or other good cause, the Chair may so cancel by requesting that the staff representative post notification of cancellation in as timely a manner as possible.

4.4 A quorum for any regular or special meeting shall be four (4) members.

4.5 Agendas for each meeting shall be prepared by the staff representative, with the consultation and approval of the Chair, and shall be provided to all Commission members.

4.6 Meetings, notices of meetings, and minutes of meetings of the Commission shall in all respects comply with the provisions of the Arizona Open Meeting Law, city ordinances, and applicable administrative regulations.

5. RULES AND AMENDMENTS

5.1 These Rules and Procedures may be amended upon an affirmative vote of a majority of the Commission members. No amendment shall be allowed, however, unless: (a) it has been proposed at a previous meeting and is reflected in the minutes of that meeting; or (b) copies of the proposed amendment(s) were distributed to all Commission members not less than three (3) days before a meeting and the proposed amendment(s) are unanimously adopted. Amendments shall become effective at the next meeting following adoption by the Commission, unless otherwise expressly provided by the Commission.

5.2 The Chair, as the Presiding Officer, shall use Robert's Rules of Order as a general guideline in deciding questions of order not covered by these Rules, the Scottsdale City Charter, Scottsdale City Code, or the laws of the State of Arizona.

6. INTERPRETATION AND CONFLICT

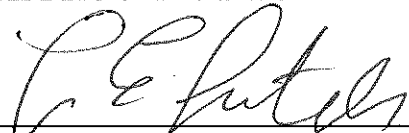
6.1 These Rules and Procedures are not intended to conflict with any state statute, city ordinance or resolution, and they are not intended to amend, annul or abrogate any of them. In the event of any such conflict, the statute, ordinance, or resolution shall prevail.

PASSED AND ADOPTED by the Budget Review Commission of the City of Scottsdale on this 18th day of November, 2025.



Daniel Schweiker, Vice-Chair

APPROVED AS TO FORM:



Luis E. Santaella, Interim City Attorney