

RESOLUTION NO. 1106-1221

A RESOLUTION OF THE COUNCIL OF THE CITY OF AVONDALE, ARIZONA, AMENDING THE CITY OF AVONDALE NEIGHBORHOOD AND FAMILY SERVICES COMMISSION BYLAWS.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF AVONDALE as follows:

SECTION 1. The City of Avondale Neighborhood and Family Services Commission Bylaws, Amended and Restated December 13, 2021 (the “Bylaws”), are hereby adopted in substantially the form and substance attached hereto as Exhibit A and incorporated herein by this reference.

SECTION 2. The Mayor, the City Manager, the City Clerk and the City Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED by the Council of the City of Avondale, Arizona, December 13, 2021.


Kenn Weise (Dec 15, 2021 12:04 MST)

Kenneth N. Weise, Mayor

ATTEST:



Marcella Carrillo, City Clerk

APPROVED AS TO FORM:



Nicholle Harris (Dec 28, 2021 15:00 MST)

Nicholle Harris, City Attorney

EXHIBIT A
TO
RESOLUTION NO. 1106-1221

[Bylaws]

See following pages.

**CITY OF AVONDALE
NEIGHBORHOOD AND FAMILY SERVICES COMMISSION BYLAWS
AMENDED AND RESTATED
DECEMBER 13, 2021**

- I. Name. The name of this organization shall be the Neighborhood and Family Services Commission (the "Commission").
- II. Powers and Duties of the Commission. The Commission shall:
 - A. Serve as an advisory commission to the City Council for the purpose of identifying Neighborhood and Family issues and the possible resources to meet these needs through collaboration with community groups, agencies, other cities and similar organizations.
 - B. Recommend strategies to strengthen families and neighborhoods and provide staff with input on a variety of community projects and programs.
 - C. Appoint ad hoc committees as necessary to accomplish the Commission's mission.
 - D. Advise the staff of the Neighborhood and Family Services Department as they work to support, nurture and develop strong families and the neighborhoods in which they live. The functions that will interrelate with this Commission are: Family Services, Youth Services & Community Engagement, Housing & Community Development, Neighborhood Revitalization, and Libraries.
 - E. Complete specific duties as determined by the City Council, including, but not limited to the following:
 1. Family Services
 - Identifying human service needs of the community to include the CAP service area of Avondale, Goodyear, Litchfield Park and designated unincorporated parts of Maricopa County
 - Provide suggestions for new partners and services
 - Provide ideas to enhance services, expand programs, and add new dimensions that maximize the Resource Center's role and usefulness to the community
 - Provide ideas and suggestions for the enhancement of senior services
 - Support outreach and marketing efforts to promote the use of services
 2. Youth Services & Community Engagement
 - Support outreach and marketing efforts to promote the use of services
 - Share ideas and suggestions for the improvement of youth services including, but not limited to:
 - Youth Workforce Development
 - Volunteerism and Service Learning
 - Leadership and Civic Engagement
 - Academic Enrichment
 - Health and Life Skills
 3. Housing & Community Development
 - Provide input regarding the Consolidated Plan and Annual Action Plan
 - Reviewing the assessment of community needs and priorities
 - Outreach and participation in housing redevelopment strategies and activities

- Provide input regarding fair housing activities and recommending fair housing outreach strategies

4. Neighborhood Revitalization

- Participate in neighborhood engagement meeting and events when appropriate
- Help identify community needs and gaps in services
- Provide recommendations regarding support services for small businesses
- Support outreach and marketing efforts to increase levels of program participation

5. Library Services:

- Provide input for future libraries and modifications of existing facilities
- Promote the interest and foster closer relationships between the library and consortium partners
- Provide ideas to enhance services, expand programs, and add new dimensions that maximize the library's role and usefulness to the community

III. Membership and Composition.

- A. Number of Commission Members. The Commission shall be composed of seven voting members (collectively, the "Members"). The Commission shall also have one alternate member ("Alternate Member") who shall attend and may participate in Commission meetings but shall not vote on any matter before the Commission, except as provided in Section V(E) below. The reduction in the number of members as approved by City Council on December 13, 2021 does not remove any members prior to the expiration of the affected member's term of office.
- B. Membership Eligibility and Appointment. Each of the Members and the Alternate Member shall meet all eligibility criteria as outlined in the City Council Rules of Procedure; appointment of the Members and the Alternate Member shall be conducted according to the same. Every effort shall be made to obtain representation from all the neighborhoods in Avondale. Additionally, every effort shall be made to recruit at least one low-income resident as a member.
- C. Term. Unless appointed to fill a vacancy mid-term, each Members' term of office shall be three years, unless the Member resigns sooner or is removed from his/her position.
- D. Term Limits. No Member may serve more than two consecutive terms; provided, however, that a Member appointed to fill a vacancy may serve two consecutive terms after the conclusion of the unexpired term to which he or she was appointed.
- E. Vacancy. Any vacancy on the Commission shall be filled for the unexpired term by the Alternate Member if one has been appointed by the City Council per the established procedures. If an Alternate Member has not been so appointed, the position shall remain vacant until a new Member is appointed by the City Council to fill the vacancy. In cases of a vacancy due to the expiration of a Member's term, the Member shall remain seated until a successor is appointed and qualified.
- F. Attendance. All Members and the Alternate Member are required to attend all Commission meetings unless excused by the Chairperson. Three successive unexcused or unexplained absences from any regular or special meeting shall be grounds for removal as outlined in Section G below.

- G. Removal. Any Member or Alternate Member may be removed upon a vote of not less than five City Council members for any cause, provided, however, that in the case of removal of a Member or Alternate Member due to excessive absences, it shall be assumed that said Member, or Alternate Member, has chosen to forfeit his/her seat on the Commission.

IV. Commission Officers and Staff.

- A. Chairperson and Vice-Chairperson. At the first regularly scheduled Commission meeting of each calendar year, the Commission shall elect a Chairperson and Vice-Chairperson from among the Members. The Chairperson and Vice-Chairperson shall assume responsibilities at the next scheduled meeting. The term of the Chairperson and Vice-Chairperson shall be for one year. Any Member serving as Chairperson or Vice-Chairperson shall be eligible for re- election; provided, however, that each Member may serve no more than two terms per office.
- B. Duties of the Chairperson and Vice-Chairperson. The Chairperson shall (i) preside at all Commission meetings, (ii) decide all points of order and procedure, (iii) appoint work groups if necessary and coordinate the work of the work groups, (iv) serve as a representative of the Commission to other governmental units on such matters as have been approved and designated by the Commission and (v) perform any duties as required by law, ordinance or these Bylaws. The Chairperson shall have the right to make motions, second motions and vote on all matters before the Commission. The Vice-Chairperson shall act as an aid to the Chairperson and shall perform the duties of the Chairperson in his or her absence or inability to serve. In the absence of the Chairperson and the Vice-Chairperson, the City Staff Liaison shall call the meeting to order and a simple majority of the Members then present shall select an acting Chairperson for the meeting. If the Commission Members present are unable to select an acting Chairperson, the City Staff Liaison shall act as the Chairperson for the meeting but without voting privileges.
- C. Vacancy. A vacancy in the office of Chairperson shall be filled by the Vice- Chairperson. A vacancy in the office of Vice-Chairperson shall be filled by a vote of the Commission at the next meeting of the Members.
- D. Removal. The Chairperson or Vice-Chairperson may be removed from office at any time at a meeting of the Members by an affirmative vote of a three-fourths majority of Members, who must be present to vote.
- E. City Staff Liaison. The Director of Neighborhood and Family Services or authorized designee shall serve as the City Staff Liaison to furnish support to the Commission as requested or required to advise and furnish professional and technical advice.
- F. Legal Counsel. The Commission may request that the City Attorney, or authorized designee, provide legal advice and rulings on points of order, procedure or other matters related to the Commission's duties.

V. Commission Meetings.

- A. Frequency. Commission meetings shall be held quarterly at the City of Avondale Civic Center, Avondale, Arizona, unless posted differently at least 24 hours in advance.
- B. Additional Commission Meetings. Additional Commission meetings may be held on the call of the Chairperson or the request of two or more Members by giving notice to all the

Members and Alternate Member by telephone or personal delivery or by verbal comment during a regular meeting. All notices shall be given, and posted according to applicable law, at least 24 hours before the meeting.

- C. Participation by the Public. Commission meetings shall be open to the public. For any matter under consideration, any person may submit written comments and if attending in person, may speak to the issue upon being recognized by the Chairperson and stating his or her name and, if applicable, the names of any person or organization on whose behalf he or she is appearing.
 - D. Quorum. A Commission meeting where a majority of its Members are present shall constitute a quorum. A majority vote of those Members present shall be required to take official action. No action shall be taken at any meeting in absence of a quorum, except to adjourn the meeting to a subsequent date. The Alternate Member may not vote at any Commission meeting, except as provided in Section V(E) below.
 - E. Alternate Member Quorum. At a Commission meeting where a majority of the Members are not present, and the Alternate Member is present, the Alternate Member may be counted to constitute a quorum to conduct the meeting. The Alternate Member may also vote at the meeting. At a Commission meeting where a majority of the Members are present to constitute a quorum, the Alternate Member will not count towards the quorum and may not vote at the meeting.
 - F. Agenda. The agenda shall be prepared by the City Staff Liaison, reviewed by the Chairperson, and posted no less than 24 hours before the Commission meeting in accordance with the Arizona Open Public Meeting Law.
 - G. Minutes. Minutes of the proceedings shall be retained and filed with the City Clerk's Department who will, in turn, file and post the minutes according to applicable law.
 - H. Open Meeting Law. The Commission is subject to the Arizona Open Public Meeting Law.
- VI. Special Committees.

The Commission may create special committees for specific purposes. Such committees shall be subject to the provisions of the open meeting law. Any special committee created by the Commission shall automatically dissolve when its work is done and after its final report has been accepted by the Commission,

VII. Amendments.

By the affirmative vote of a two-thirds majority, the Members may recommend amendments to these Bylaws. The Commission will forward any such recommendation for amendments to the City Council for its approval.