



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 2/20/2024

\*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

**\*Title:**

Pima County Fair Horse Racing Commission By-Laws

**\*Introduction/Background:**

On December 8, 1987 the Pima County Board of Supervisors adopted Resolution No. 1987-224 to create the Pima County Fair Horse Racing Commission. On January 11, 2024 the Pima County Fair Horse Racing Commission voted unanimously to adopt by-laws and send them to the Board of Supervisors for approval.

**\*Discussion:**

The Commission crafted and approved by-laws to establish the regulations and rules to govern members of the Pima County Fair Horse Racing Commission.

**\*Conclusion:**

The by-laws will ensure compliance with Resolution 1987-224 and provide clarity and consistency within the Commission.

**\*Recommendation:**

The Pima County Fair Horse Racing Commission recommends approval of the by-laws adopted by the Commission.

**\*Fiscal Impact:**

None

**\*Board of Supervisor District:**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

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Contact: Bernadette Russell

Telephone: 520-724-5244

Department Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deputy County Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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# PIMA COUNTY FAIR HORSE RACING COMMISSION

## **BY-LAWS of the PIMA COUNTY FAIR HORSE RACING COMMISSION**

### ARTICLE I

#### Name and Principal Office

The name of this Commission shall be the Pima County Fair Horse Racing Commission (hereinafter “Commission”). The principal office for the transaction of business for this Commission shall be in Pima County, Arizona.

### ARTICLE II

#### Membership

1. Member The Board of Supervisors shall appoint a Commission of five (5) members each appointed by a member of the Pima County Board of Supervisors—one member for each Pima County district.
2. Term The term of office of each member appointed shall be two (2) years.

### ARTICLE III

#### Duties and Responsibilities

1. Meetings The Commission shall meet at least once every month (12 meetings per year). The Chair can request adjustments to the monthly meeting schedule provided a quorum of the Commissioners approves any adjustments.

All meetings shall follow a prepared agenda and, unless otherwise specified herein, shall be governed by the current Robert’s Rules of Order. The agenda shall be delivered or sent to each Commission member no later than five (5) business days prior to a regular meeting.

The Chair of the Pima County Fair Horse Racing Commission (hereinafter “Chair”) or any two (2) Commission members may call monthly and special meetings by notifying the Chair in writing that a meeting is requested. Such notice to the Chair shall include a statement of the purpose of and need for the meeting. Upon receipt of such written request, the Chair shall set a convenient time within five (5) business days of the receipt of the request for the meeting. The Chair may, of his or her own accord, call monthly or special meetings as deemed necessary. If a quorum for a special meeting cannot be obtained, the subject for that special meeting shall be placed on the agenda of the next regular Commission meeting.

The Commission shall hold an annual meeting in February of each year at which a President and Vice President shall be elected for the ensuing year. Commission members shall be allowed to cast absentee ballots for the offices of Chair and Vice Chair.

## PIMA COUNTY FAIR HORSE RACING COMMISSION

2. Quorum Three (3) members of the Commission at any properly called meeting, regular or special, shall constitute a quorum. Participation by conference telecommunications, in a manner consistent with Article III, paragraph 3, may be considered sufficient to constitute a quorum. If a quorum is not established within 20 minutes of the publicly noticed time, the meeting may continue but no action can be taken.
3. Commission Attendance Members who fail to attend three (3) consecutive regular meetings shall be considered resigned from the Commission. The Commission may, for good cause, grant leaves of absence to its members. Members may participate in and act at any meeting of the Commission by means of conference telephone, teleconferencing, videoconferencing, or similar communications equipment provided that all persons participating in the meeting, including the public, can hear the proceedings. The member(s) shall provide sufficient information, on record, to assure their identity and confirm their ability to hear and participate in the proceedings.
4. Officers A Chair and Vice Chair shall be elected by a majority of the membership of the Commission casting ballots pursuant to Article III, paragraph 1 for a term of one (1) year. The Chair shall liaison with the Secretary to the Commission to assist with Commission business.
5. Functions of the Commission The Commission shall follow all statutory mandates set forth for its duties and responsibilities as set forth in Pima County Resolution Number 1987-224 including:
  - A. To advise and assist the Board of Supervisors on matters relating to the Pima County Fair Horse Racing Meetings;
  - B. Conduct Pima County Fair Horse Racing Meetings for the benefit of the County; and
  - C. Perform other duties in the furtherance of horse racing as shall be directed by a majority of the Board of Supervisors.

### ARTICLE IV Officer's Duties

1. Chair The Chair shall preside at all meetings of the Commission. The Chair may, from time to time, call special meetings of the Commission whenever he or she deems it proper to do so. The Chair shall do and perform such other duties and have such other powers as, from time to time, may be assigned to the Chair by the Commission. It shall be the responsibility of the Chair and Vice Chair to approve the agenda of each Commission meeting.

## PIMA COUNTY FAIR HORSE RACING COMMISSION

2. Vice Chair In the event that the Chair is absent from a meeting of the Commission, the Vice Chair shall preside. The Vice Chair shall have such powers and shall perform such duties as may be assigned by the Commission and as may be delegated by the Chair. The Vice Chair shall possess the power and may perform the duties of the Chair in his or her absence or disability, unless otherwise prescribed by the Commission.
3. Secretary The assigned staff member shall serve as Secretary of the Commission. The Secretary shall not vote on matters of the Commission. The Secretary shall keep a record in due form of the proceedings of all meetings of the Commission. He or she shall properly process all notices by the Commission and perform the duties appropriate to the office of Secretary. The Secretary shall have such other duties and powers as may be assigned, from time to time, by the Commission, with prior coordination of the NRPR Director.
4. Term of Office The Chair and Vice Chair shall be elected for a term of one (1) year. A member holding any office may succeed himself or herself in that office.

### ARTICLE V Advisory Committees

1. Special Advisory Committee Special Advisory Committees or ad hoc committees shall be appointed, as deemed necessary, to complete projects as determined by the Commission. These committees shall have a minimum of three members and shall be responsible to both the Chair and the Commission. Committee membership shall include at least one Commissioner appointed by the Commissioners. The remaining two committee members may be non-Commissioners appointed by any Commissioner and approved by the Commission. The Chair, or his or her designee, shall be an ex-officio member of all special advisory and ad hoc committees.

### ARTICLE VI Conflict of Interest

Any member of the Commission who has, or whose relative (as defined by A.R.S. § 38-502 (9)) has, or who is employed by or associated with a firm or company which has a substantial financial interest in any decision of the Commission, shall make known such interest so that it is recorded in the minutes of the Commission, and shall refrain from participating in any manner in such decision. All members of the Commission shall comply with the provisions of A.R.S. § 38-501, et seq.

The Commission shall not enter into any agreement with a member of the Commission, a relative of a member of the Commission, or a firm or company which employs or is associated with a member of the Commission, to provide equipment, materials, supplies or services to the Commission provided, however, such procedures shall not apply to an award or agreement after competitive bidding.

## PIMA COUNTY FAIR HORSE RACING COMMISSION

### ARTICLE VII

#### Amendments

By-laws may be adopted, repealed, or amended, by a majority of the appointed members at a regular or special meeting, provided written notice is given to members of the proposed changes at least five (5) business days prior to the meeting, and there is no conflict with the Arizona Revised Statutes.