

RULE 3 - COUNCIL PROCEDURES

3.01 COUNCIL MEETINGS

A. The Council shall hold meetings in accordance with the Arizona Open Meeting Law A.R.S. § 38-431, *et seq.*

B. The Council shall hold at least one meeting per quarter and the meeting shall be held at such times and places as specified by call of a majority of the Council or the Chairman. Three members shall constitute a quorum for the transaction of business.

C. All meetings shall be open to the public. The Director shall give at least five (5) days Notice of Council meetings to employees by posting the time and place of such meetings on a bulletin board within the work area of said employees and on-line. Notice shall be consistent with the Arizona Open Meeting Laws.

3.02 AGENDA

All matters to be presented for consideration by the Council at a regular or special meeting shall be placed on the Council's agenda without undue delay. The agenda shall be sent by the Director, to each member of the Council prior to such meetings and be made available to the public at least five (5) days prior to the Council meeting.

3.03 MINUTES

The Director shall provide for the recording of the official actions of the Council in its minutes. The time and place of each meeting of the Council, the council members present, all official acts of the Council and, when requested, the council member's dissent with stated reasons shall be recorded in the minutes. The Director shall cause the minutes to be prepared and presented for approval or amendment at the next meeting. The minutes or a true copy thereof shall be open to public inspection.