

MAG COMMITTEE OPERATING POLICIES AND PROCEDURES



TABLE OF CONTENTS

CHAPTER I. REGIONAL COUNCIL	Section 1.01	Responsibilities	1
	Section 1.02	Composition	1
	Section 1.03	Duties of the Chair	1
	Section 1.04	Nomination Process & Election of Officers	2
	Section 1.05	Terms of Officers	2
	Section 1.06	Vacancies	2
	Section 1.07	Meetings	3
	Section 1.08	Agenda Development	3
	Section 1.09	Conflict of Interest	3
	Section 1.10	Quorum	3
	Section 1.11	Proxies	3
	Section 1.12	Weighted Voting Procedure	4-5
	Section 1.13	Public Comment	6
	Section 1.14	Minutes	6
	Section 1.15	Administrative Support	6
	Section 1.16	Rules of Order & Motion Procedures	6-7
CHAPTER II. EXECUTIVE COMMITTEE	Section 2.01	Responsibilities	8
	Section 2.02	Composition	8
	Section 2.03	Duties of the Chair	8
	Section 2.04	Election of Officers	8
	Section 2.05	Terms of Officers	8
	Section 2.06	Vacancies	9
	Section 2.07	Meetings	9
	Section 2.08	Agenda Development	9
	Section 2.09	Conflict of Interest	9
	Section 2.10	Quorum	9
	Section 2.11	Proxies	9
	Section 2.12	Weighted Voting Procedure	10
	Section 2.13	Public Comment	10
	Section 2.14	Minutes	10
	Section 2.15	Administrative Support	10
	Section 2.16	Rules of Order & Motion Procedures	10-11
CHAPTER III. MANAGEMENT COMMITTEE	Section 3.01	Responsibilities	12
	Section 3.02	Composition	12
	Section 3.03	Duties of the Chair	12
	Section 3.04	Nomination Process & Election of Chair & Vice Chair	12
	Section 3.05	Terms of Officers	12
	Section 3.06	Vacancies	12
	Section 3.07	Meetings	13
	Section 3.08	Agenda Development	13
	Section 3.09	Conflict of Interest	13
	Section 3.10	Quorum	13
	Section 3.11	Proxies	13
	Section 3.12	Weighted Voting Procedure	14-15
	Section 3.13	Public Comment	16
	Section 3.14	Minutes	16
	Section 3.15	Administrative Support	16
	Section 3.16	Rules of Order & Motion Procedures	16-17

Table of Contents (continued)

CHAPTER IV. TRANSPORTATION POLICY COMMITTEE	Section 4.01	Responsibilities	18
	Section 4.02	Composition	18-19
	Section 4.03	Duties of the Chair & Vice Chair	19
	Section 4.04	Nomination Process & Election of Chair & Vice Chair	19
	Section 4.05	Terms of Officers	19
	Section 4.06	Vacancies	20
	Section 4.07	Meetings	20
	Section 4.08	Agenda Development	20
	Section 4.09	Conflict of Interest	20
	Section 4.10	Quorum	20
	Section 4.11	Proxies	20
	Section 4.12	Weighted Voting Procedure	20
	Section 4.13	Public Comment	20
	Section 4.14	Minutes	21
	Section 4.15	Administrative Support	21
	Section 4.16	Rules of Order & Motion Procedures	21-23
CHAPTER V. OTHER TECHNICAL & POLICY COMMITTEES	Section 5.01	Responsibilities	24
	Section 5.02	Composition	24
	Section 5.03	Duties of the Chair	24
	Section 5.04	Appointment of Chair & Vice Chair	24
	Section 5.05	Terms of Officers	24
	Section 5.06	Vacancies	24
	Section 5.07	Meetings	24
	Section 5.08	Agenda Development	24
	Section 5.09	Conflict of Interest	25
	Section 5.10	Quorum	25
	Section 5.11	Proxies	25
	Section 5.12	Weighted Voting Procedure	25
	Section 5.13	Public Comment	25
	Section 5.14	Minutes	25
	Section 5.15	Administrative Support	25
	Section 5.16	Rules of Order & Motion Procedures	25-26

CHAPTER I: REGIONAL COUNCIL

<p>1.01 - Responsibilities:</p>	<ol style="list-style-type: none"> 1) Approval of regional plans and spending plans. 2) Election of Officers and Expanded Executive Committee. 3) Approval of the Annual Budget and Work Program. 4) Approval of the Regional Transportation Plan and Amendments. 5) Approval of the Transportation Improvement Program and Amendments. 6) Approval of Material Cost Changes to the Regional Freeway Program. 7) Approval of Air Quality Plans. 8) Approval of Air Quality Conformity Analysis. 9) Approval of the 208 Water Quality Management Plan and Amendments. 10) Consultation with the Executive Committee regarding the performance review of the Executive Director. 11) Ratification of the hiring and retention of the Executive Director. 12) Ratification of the Executive Committee approval of the MAG Annual Goals.
<p>1.02 - Composition:</p>	<p>Each unit of local government designates an individual from its duly elected governing body to serve on the Regional Council. For the majority of members, the city or town Mayor serves as the Regional Council member. The Chair of the Board of Supervisors usually represents Maricopa County on the Regional Council. The State Transportation Board members for Maricopa County represent the Arizona Department of Transportation (ADOT). The Chair of the Citizens Transportation Oversight Committee also serves on the Regional Council. Currently, the Governor of the Gila River Indian Community, the President of the Salt River Pima-Maricopa Indian Community, and the President of the Fort McDowell Yavapai Nation serve on the Regional Council.</p>
<p>Section 1.03 - Duties of the Chair:</p>	<ol style="list-style-type: none"> 1) Presides over the meetings of the Regional Council and Executive Committee. 2) Calls meetings of the Regional Council and Executive Committee, except as otherwise specifically provided in these procedures. 3) In the absence of the Chair, the Vice Chair assumes the duties of the Chair. 4) Approves agendas for the Regional Council and Executive Committee, except as otherwise specifically provided in Section 1.08 "Agenda Development." 5) Appoints a five member Nominating Committee in April of each year to recommend a slate of officers and Executive Committee members. 6) As delegated by the Regional Council, appoints members to MAG technical committees and policy committees, whose names have been submitted by member agencies, unless otherwise specified by the Regional Council. (The Executive Committee shall appoint the Chairs and Vice Chairs of the technical and policy committees, with the exception of the Transportation Policy Committee, unless otherwise specified by the Regional Council.)

Chapter I: Regional Council (continued)

Section 1.04 - Nomination Process & Election of Officers:	<ol style="list-style-type: none">1) At the April Regional Council meeting, the Chair appoints a five member Nominating Committee from the Regional Council. The Past Chair of the Regional Council, if still a current member of the Council, serves as the Chair of the committee. If the Past Chair is not a current member of the Council, the Chair is authorized to appoint the Chair of the Nominating Committee.2) Regional Council members interested in serving on the Executive Committee should submit their names, in writing, to the Chair of the Nominating Committee.3) The Nominating Committee develops a slate of seven (7) candidates, pursuant to the provisions of Section 1.05 "Terms" and Section 1.06 "Vacancies." These candidates shall include a Chair, Vice Chair, Treasurer, the Past Chair, and three (3) members-at-large. If the Past Chair is not a current member of the Council, the Nominating Committee shall nominate an additional at-large member.4) The Nominating Committee will provide a balanced slate of candidates considering geographic location and size of member agency.5) This slate, developed by the Nominating Committee, will be forwarded to all Regional Council members at least two weeks prior to the June annual meeting.
Section 1.05 - Terms of Officers:	One-year terms with succession of positions occurring through the ascending order of officers.
Section 1.06 - Vacancies:	<p>Successors to vacant positions will follow the order of ascension of officers. In the event of a vacancy in the Chair position, the Vice Chair will become Chair for the unexpired term of the previous Chair. An individual who succeeds to an unexpired term of six months or less will serve the remainder of the term and is eligible to serve one additional full-year term. An individual who succeeds to an unexpired term of more than six months serves for the remainder of the unexpired term and is not then eligible to serve an additional one full-year term.</p> <p>If an at-large position on the Executive Committee becomes vacant and more than six months remain of the unexpired term, the Regional Council will elect a successor to the position to serve for the remainder of the unexpired term considering geographic location and size of member agency. If an at-large position becomes vacant and less than six months remain of the unexpired term, the Nominating Committee shall at the annual meeting recommend an individual to fill the position. Positions on committees are held by the person elected/appointed not by the member agency.</p>

Chapter I: Regional Council (continued)

<p>Section 1.07 - Meetings:</p>	<ol style="list-style-type: none"> 1) Annual meeting of the members shall be held on the fourth Wednesday in June of each year in Phoenix, Maricopa County, Arizona. 2) Regular meetings of the members may be held in Maricopa County, Arizona, with the time, date, and location of meetings to be determined by the Regional Council. 3) Special meetings of the Regional Council may be held in Maricopa County, Arizona whenever called in writing by the Chair or Vice Chair. Without concurrence of the Chair or the Vice Chair, any six (6) members of the corporation may call said meetings. The place of holding special meetings shall be designated in the notice of the meeting. 4) The Chair, and in his or her absence the Vice Chair, shall preside at the meetings.
<p>Section 1.08 - Agenda Development:</p>	<ol style="list-style-type: none"> 1) The agenda is prepared by staff through the Executive Director with approval by the Chair. 2) Items that have been recommended to the Regional Council by the Management Committee or a policy committee shall be included on the Regional Council agenda for consideration by the Regional Council. 3) The Chair does not have the unilateral power to remove an item from an agenda that has proceeded through the MAG committee process. 4) "Request for future agenda items" will be placed on all Regional Council agendas. Items requested as future agenda items at Regional Council will be considered by the Executive Committee for further direction.
<p>Section 1.09 - Conflict of Interest:</p>	<p>As is done in MAG member agencies, Regional Council members confer with the MAG General Counsel regarding conflict of interest, as set forth in state law.</p>
<p>Section 1.10 - Quorum:</p>	<p>According to the By-laws, a quorum is a simple majority in number of the members or their proxies, participating in person or by teleconference or videoconference, shall constitute a quorum for all purposes. In the absence of a quorum, no committee shall conduct business without a quorum. The Chair of the meeting shall adjourn the meeting from time to time, as provided in the Open Meeting Law, to attempt to garner quorum, either in person, or by proxy. If a quorum is achieved following a temporary adjourned meeting, business may be transacted which might have been transacted at the meeting as originally notified.</p>
<p>Section 1.11 - Proxies:</p>	<p>Use of proxies at Regional Council meetings are allowed in person (including by teleconference or videoconference), not in writing and follow a "like for like" policy (i.e., elected official by another elected official).</p>

Chapter I: Regional Council (continued)

<p>Section 1.12 - Weighted Voting Procedure:</p>	<ol style="list-style-type: none">1) All votes of the MAG Regional Council and MAG Management Committee are taken on the basis of one vote per member. This is referred to as a “numerical vote.”2) Following a numerical vote, MAG member agencies also have the option of requesting a “weighted vote.” For the weighted vote, the same motion is reconsidered.<ol style="list-style-type: none">a. The weighted voting procedure applies only to the Regional Council and Management Committee.b. If a weighted vote is requested, it is taken on a roll call basis.c. For a weighted vote to pass, the following two conditions must be met:<ol style="list-style-type: none">i. The vote is required to pass by a majority of the members present (numerically). For example, if thirty (30) Regional Council members are present at a meeting, at least sixteen (16) are required to vote in favor of the motion.ii. The vote is also required to pass by weight according to share of population. In the example provided above, the sixteen (16) members who vote in favor of the motion represent a majority of the population.d. As the roll call vote is taken, the votes are entered into a computer. The computer calculates the “numerical vote” to determine if it is a majority of those present at the meeting. The computer then calculates the population weight of those present to determine if a majority of the population supports the vote. If the motion does not pass both conditions, it fails.e. The outcome of the weighted vote, consisting of the numerical vote and the weighted vote, taken together, prevails over the original numerical vote.f. The number of votes for the weighted vote, per Table A, is based on the latest Special or Decennial Census population.g. Each member receives at least one (1) weighted vote even if its population is less than one percent of the population of member agencies (Please refer to weighted voting information provided in “MAG Regional Council and Management Committee Weighted Voting” – Table A).h. The Arizona Department of Transportation (ADOT), Regional Public Transportation Authority (RPTA), and Citizens Transportation Oversight Committee (CTOC), cast votes only on transportation-related issues. The two (2) State Transportation Board members shall always have one (1) vote on such issues in a weighted vote.i. The dual condition of a weighted vote compels member agencies to come to an agreement before moving issues forward. In many ways, the MAG weighted voting procedure is similar to the House of Representatives and the Senate in the United States Congress. The House vote is the weighted portion of the MAG vote. The Senate vote is the one vote per member agency or numerical vote. Both are necessary to proceed.
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Chapter I: Regional Council (continued)

TABLE A
MAG Regional Council and
Management Committee
Weighted Voting

Member Agency	# of Votes RC	# of Votes MC
Apache Junction	1	1
Avondale	2	2
Buckeye	1	1
Carefree	1	1
Cave Creek	1	1
Chandler	7	7
El Mirage	1	1
Ft. McDowell Yavapai Nation	1	1
Fountain Hills	1	1
Gila Bend	1	1
Gila River Indian Community	1	1
Gilbert	5	5
Glendale	7	7
Goodyear	2	2
Guadalupe	1	1
Litchfield Park	1	1
Maricopa County (unincorporated)	7	7
Mesa	13	13
Paradise Valley	1	1
Peoria	4	4
Phoenix	40	40
Queen Creek	1	1
Salt River Pima-Maricopa Indian Community	1	1
Scottsdale	7	7
Surprise	3	3
Tempe	5	5
Tolleson	1	1
Wickenburg	1	1
Youngtown	1	1
Arizona Department of Transportation (ADOT)	1	1
Regional Public Transportation Authority (RPTA)	0	1
Citizens Transportation Oversight Committee (CTOC)	1	0
TOTAL	121	121

Chapter I: Regional Council (continued)

<p>Section 1.13 - Public Comment:</p>	<p>Public involvement will be encouraged at all committee meetings. All public comment will be in accordance with the MAG public input policy.</p>
<p>Section 1.14 - Minutes:</p>	<p>Detailed minutes for all committee meetings will be taken, posted on the MAG Web site, and distributed to all committee members and interested stakeholders.</p>
<p>Section 1.15 - Administrative Support:</p>	<p>MAG staff shall provide administrative support to Regional Council through the Executive Director.</p>
<p>Section 1.16 - Rules of Order & Motion Procedures:</p>	<p>The Regional Council may adopt rules governing its procedures. Current practice encourages informal regional discussion and when necessary conferring with the MAG General Counsel regarding parliamentary procedure. The following motion procedures are utilized to provide guidance in the conduct of meetings at MAG:</p> <ol style="list-style-type: none"> 1) Motion Procedure <ol style="list-style-type: none"> a. When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. b. The maker of the motion has the right to modify his or her motion or to withdraw it entirely. If the motion is modified, the Member who has seconded it has the right to withdraw his or her second. c. If a modification to a motion made by another Member is accepted by the maker of the motion, the Member who seconded the original motion shall be requested to reaffirm his or her second after modification. If the Member declines to reaffirm the second, the second is presumed made by the Member suggesting the modification. d. In the case of a tie in votes on any motion, the motion shall be considered defeated. 2) Motion to Approve or Adopt <ol style="list-style-type: none"> a) A motion to approve or to adopt shall be to approve the agenda item as proposed or as proposed with an amendment(s) or stipulation(s). After the motion is made and seconded, it shall require an affirmative majority vote to pass. 3) Motion to Deny or Disapprove <ol style="list-style-type: none"> a) A motion to deny or to disapprove shall be to reject the agenda item as proposed. After the motion is made and seconded, it shall require an affirmative majority vote to defeat the item. If the motion fails, the agenda item will not be deemed approved, unless a separate motion to approve or adopt is made and seconded and passed by the requisite majority vote. 4) Motion to Postpone <ol style="list-style-type: none"> a. A motion to postpone is used to dismiss an item on the agenda. This motion is debatable, and because it can be applied only to the main question, it can, therefore, only be made while the main question is immediately pending (a motion and second is on the floor). This motion is commonly used to postpone an item until a more appropriate time.

Chapter I: Regional Council (continued)

Section 1.16 - Rules of Order & Motion Procedures (continued):

- 5) Motion to Table
 - a. Motions to table shall be to a definite time. Such motions shall be amendable and debatable only as to the propriety of postponement and the time set.
- 6) Motion to Close, Limit, or to Extend Discussion
 - a. Commonly referred to as "Calling the Question," this motion is used to limit or close debate on, or further amend, the main motion. This motion cuts off debate. The Presiding Officer may either immediately call for a vote on the main motion or ask the Members to vote on whether to call for a vote on the main motion.
- 7) Motion to Amend
 - a. A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to the amendment shall not be in order.
 - b. A substitute motion on the same subject shall be acceptable and shall be voted on before a vote on the amendment.
 - c. Amendments shall be voted on first, then the main motion as amended.
- 8) Motion to Continue
 - a. Motions to continue shall be to a definite time. Such motions shall be amendable and debatable only as to the propriety of postponement and the time set.
- 9) Division of Question
 - a. If the question or motion contains two or more propositions that could be divided, the Presiding Officer may, upon his or her own initiative or upon the request of a Member, divide the question or motion into multiple questions or motions for separate consideration and action.
- 10) Motion to Adjourn
 - a. A motion to adjourn may be made at any time during the meeting for the purpose of immediately closing the meeting. It requires a second, is not debatable and cannot be amended. The motion requires a majority vote for passage and, if it passes, the meeting is closed.

CHAPTER II: EXECUTIVE COMMITTEE

<p>2.01 - Responsibilities:</p>	<ol style="list-style-type: none"> 1) Recommendation or adoption of the Annual Budget and Work Program to the Regional Council. 2) Approval of the Annual Goals, with ratification by the Regional Council. 3) Hiring and retention of the Executive Director, with ratification by the Regional Council. 4) All day to day administrative responsibilities not retained by the Regional Council. 5) Performance review of the Executive Director in consultation with the Regional Council. 6) Approval of amendments to the Annual Budget and Work Program. 7) Contract selections and approvals/amendments. 8) Appoint Chairs and Vice Chairs of Technical and Policy Committees, with the exception of the Transportation Policy Committee. 9) Consider future agenda items requested at Regional Council.
<p>2.02 - Composition:</p>	<p>The Executive Committee includes the Chair, Vice Chair, Treasurer, the Past Chair, and three members-at-large. The Chair, Vice Chair and Treasurer of the Regional Council shall be ex-officio members of the Executive Committee, and the Chair shall serve as Chair of the Executive Committee.</p>
<p>Section 2.03 - Duties of the Chair:</p>	<ol style="list-style-type: none"> 1) Presides over the meetings of the Regional Council and Executive Committee. 2) Calls meetings of the Regional Council and Executive Committee, except as otherwise specifically provided in these procedures. 3) In the absence of the Chair, the Vice Chair assumes the duties of the Chair. 4) Approves agendas for the Regional Council and Executive Committee, except as otherwise specifically provided in Section 2.08 "Agenda Development." 5) Appoints a five member Nominating Committee in April of each year to recommend a slate of officers and Executive Committee members. 6) As delegated by the Regional Council, appoints members to the MAG technical and policy committees, whose names have been submitted by member agencies, unless otherwise specified by the Regional Council. (The Executive Committee shall appoint the Chairs and Vice Chairs of the technical and policy committees, with the exception of the Transportation Policy Committee, unless otherwise specified by the Regional Council.)
<p>Section 2.04 - Election of Officers:</p>	<p>Members of the Executive Committee are elected at the June annual meeting.</p>
<p>Section 2.05 - Terms of Officers:</p>	<p>One-year terms with succession of positions occurring through the ascending order of officers.</p>

Chapter II: Executive Committee (continued)

<p>Section 2.06 - Vacancies:</p>	<p>Successors to vacant positions will follow the order of ascension of officers. In the event of a vacancy in the Chair position, the Vice Chair will become Chair for the unexpired term of the previous Chair. An individual who succeeds to an unexpired term of six months or less will serve the remainder of the term and is eligible to serve one additional full-year term. An individual who succeeds to an unexpired term of more than six months serves for the remainder of the unexpired term and is not then eligible to serve an additional one full-year term.</p> <p>If an at-large position on the Executive Committee becomes vacant and more than six months remain of the unexpired term, the Regional Council will elect a successor to the position to serve for the remainder of the unexpired term considering geographic location and size of member agency. If an at-large position becomes vacant and less than six months remain of the unexpired term, the Nominating Committee shall recommend, at the annual meeting, an individual to fill the position. Positions on committees are held by the person elected/appointed, not by the member agency.</p>
<p>Section 2.07 - Meetings:</p>	<p>The Executive Committee shall meet at the call of the Chair at such place designated by him or her.</p>
<p>Section 2.08 - Agenda Development:</p>	<ol style="list-style-type: none"> 1) The agenda is prepared by staff through the Executive Director with approval by the Chair. 2) Items that have been recommended to the Regional Council Executive Committee by the Management Committee or a policy committee shall be included on the Executive Committee agenda for consideration by the Executive Committee. 3) The Chair does not have the unilateral power to remove an item from an agenda that has proceeded through the MAG committee process. 4) "Request for future agenda items" will be placed on all agendas. 5) The Executive Committee will direct future agenda item requests from the Regional Council to the appropriate MAG committee to proceed through the MAG committee process. Items in a MAG appeal process may be appealed to the next committee level and placed on the agenda.
<p>Section 2.09 - Conflict of Interest:</p>	<p>As is done in MAG member agencies, Executive Committee members confer with the MAG General Counsel regarding conflict of interest, as set forth in state law.</p>
<p>Section 2.10 - Quorum:</p>	<p>According to the By-laws, a quorum is a simple majority of the members of the Executive Committee, participating in person or by teleconference or videoconference, shall constitute a quorum for the transaction of business. In the absence of a quorum, no committee shall conduct business without a quorum. The Chair of the meeting shall adjourn the meeting from time to time, as provided in the Open Meeting Law, to attempt to garner quorum, either in person, or by proxy. If a quorum is achieved following a temporary adjourned meeting, business may be transacted which might have been transacted at the meeting as originally notified.</p>
<p>Section 2.11 - Proxies:</p>	<p>Use of proxies at Executive Committee is not permitted.</p>

Chapter II: Executive Committee (continued)

<p>Section 2.12 - Weighted Voting Procedure:</p>	<p>Use of weighted vote at Executive Committee is not permitted.</p>
<p>Section 2.13 - Public Comment:</p>	<p>Public involvement will be encouraged at all committee meetings. All public comment will be in accordance with the MAG public input policy.</p>
<p>Section 2.14 - Minutes:</p>	<p>Detailed minutes for all committee meetings will be taken, posted on the MAG Web site, and distributed to all committee members and interested stakeholders.</p>
<p>Section 2.15 - Administrative Support:</p>	<p>MAG staff shall provide administrative support to the Executive Committee through the Executive Director.</p>
<p>Section 2.16 - Rules of Order & Motion Procedures:</p>	<p>Current practice encourages informal regional discussion and when necessary conferring with the MAG General Counsel regarding parliamentary procedure. The following motion procedures are utilized to provide guidance in the conduct of meetings at MAG:</p> <ol style="list-style-type: none"> 1) Motion Procedure <ol style="list-style-type: none"> a. When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. b. The maker of the motion has the right to modify his or her motion or to withdraw it entirely. If the motion is modified, the Member who has seconded it has the right to withdraw his or her second. c. If a modification to a motion made by another Member is accepted by the maker of the motion, the Member who seconded the original motion shall be requested to reaffirm his or her second after modification. If the Member declines to reaffirm the second, the second is presumed made by the Member suggesting the modification. d. In the case of a tie in votes on any motion, the motion shall be considered defeated. 2) Motion to Approve or Adopt <ol style="list-style-type: none"> a. A motion to approve or to adopt shall be to approve the agenda item as proposed or as proposed with an amendment(s) or stipulation(s). After the motion is made and seconded, it shall require an affirmative majority vote to pass. 3) Motion to Deny or Disapprove <ol style="list-style-type: none"> a. A motion to deny or to disapprove shall be to reject the agenda item as proposed. After the motion is made and seconded, it shall require an affirmative majority vote to defeat the item. If the motion fails, the agenda item will not be deemed approved, unless a separate motion to approve or adopt is made and seconded and passed by the requisite majority vote.

Chapter II: Executive Committee (continued)

Section 2.16 - Rules of Order & Motion Procedures (continued):

- 4) Motion to Postpone
 - a. A motion to postpone is used to dismiss an item on the agenda. This motion is debatable, and because it can be applied only to the main question, it can, therefore, only be made while the main question is immediately pending (a motion and second is on the floor). This motion is commonly used to postpone an item until a more appropriate time.
- 5) Motion to Table
 - a. Motions to table shall be to a definite time. Such motions shall be amendable and debatable only as to the propriety of postponement and the time set.
- 6) Motion to Close, Limit, or to Extend Discussion
 - a. Commonly referred to as "Calling the Question," this motion is used to limit or close debate on, or further amend, the main motion. This motion cuts off debate. The Presiding Officer may either immediately call for a vote on the main motion or ask the Members to vote on whether to call for a vote on the main motion.
- 7) Motion to Amend
 - a. A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to the amendment shall not be in order.
 - b. A substitute motion on the same subject shall be acceptable and shall be voted on before a vote on the amendment.
 - c. Amendments shall be voted on first, then the main motion as amended.
- 8) Motion to Continue
 - a. Motions to continue shall be to a definite time. Such motions shall be amendable and debatable only as to the propriety of postponement and the time set.
- 9) Division of Question
 - a. If the question or motion contains two or more propositions that could be divided, the Presiding Officer may, upon his or her own initiative or upon the request of a Member, divide the question or motion into multiple questions or motions for separate consideration and action.
- 10) Motion to Adjourn
 - a. A motion to adjourn may be made at any time during the meeting for the purpose of immediately closing the meeting. It requires a second, is not debatable and cannot be amended. The motion requires a majority vote for passage and, if it passes, the meeting is closed.

CHAPTER III: MANAGEMENT COMMITTEE

<p>3.01 - Responsibilities:</p>	<ol style="list-style-type: none"> 1) Appoint committees and personnel to study specific problems, programs, or other matters which the Management Committee has approved for study. 2) Act as the coordinating committee for all other technical committees and subsidiary technical groups that report to the Regional Council. 3) Keep the Regional Council informed on any matter or problem involving intergovernmental cooperation. 4) Perform any other functions assigned by the Regional Council.
<p>3.02 - Composition:</p>	<p>Eligible city or town managers, or city or town clerks of incorporated municipalities which do not have the council-manager form of government; the county manager of Maricopa County; and the chief administrative officers of the Indian communities. The Director of the Arizona Department of Transportation and the Executive Director of the Regional Public Transportation Authority shall serve in an ex-officio capacity only when matters of traffic and transportation are before the Management Committee. In such matters, the Arizona Department of Transportation Director and the Executive Director of the Regional Public Transportation Authority shall each have one (1) vote.</p>
<p>Section 3.03 - Duties of the Chair:</p>	<ol style="list-style-type: none"> 1) Presides over the meetings of the Management Committee. 2) Calls meetings of the Management Committee, except as otherwise specifically provided in these procedures. 3) In the absence of the Chair, the Vice Chair assumes the duties of the Chair. 4) Approves agendas for the Management Committee, except as otherwise specifically provided in Section 3.08 "Agenda Development."
<p>Section 3.04 - Nomination Process & Election of the Chair & Vice Chair:</p>	<ol style="list-style-type: none"> 1) A Chair and Vice Chair shall be elected from the members of the Management Committee at the June meeting of each year. 2) The Chair works with members to nominate a manager for the Vice Chair position and the current Vice Chair is nominated for the position of Chair, pursuant to the provisions of Section 3.05 "Terms" and Section 3.06 "Vacancies."
<p>Section 3.05 - Terms of Officers:</p>	<p>One-year terms with succession of positions occurring through the ascending order of officers.</p>
<p>Section 3.06 - Vacancies:</p>	<p>In the event of a vacancy in the Chair position, the Vice Chair will become Chair for the unexpired term of the previous Chair and a Vice Chair will be elected to complete the remainder of the Vice Chair's term. An individual who succeeds to an unexpired term of six months or less will serve the remainder of the term and is eligible to serve one additional full-year term. An individual who succeeds to an unexpired term of more than six months serves for the remainder of the unexpired term and is not then eligible to serve an additional one full-year term.</p>

Chapter III: Management Committee (continued)

<p>Section 3.07 - Meetings:</p>	<p>The Management Committee shall meet at the call of the Chair at such place designated by him or her.</p>
<p>Section 3.08 - Agenda Development:</p>	<ol style="list-style-type: none"> 1) The agenda is prepared by staff through the Executive Director with approval by the Chair. 2) Items that have been recommended to the Management Committee by a technical committee shall be included on the agenda for consideration. 3) The Chair does not have the unilateral power to remove an item from an agenda that has proceeded through the MAG committee process. 4) "Request for future agenda items" will be placed on all agendas. 5) Items in a MAG appeal process may be appealed to the next committee level and placed on the agenda.
<p>Section 3.09 - Conflict of Interest:</p>	<p>As is done in MAG member agencies, Management Committee members confer with the MAG General Counsel regarding conflict of interest, as set forth in state law.</p>
<p>Section 3.10 - Quorum:</p>	<p>According to the By-Laws, a quorum is a simple majority of the members of the Management Committee or their proxies, participating in person or by teleconference or videoconference, shall constitute a quorum for the transaction of business. In the absence of a quorum, no committee shall conduct business without a quorum. The Chair of the meeting shall adjourn the meeting from time to time, as provided in the Open Meeting Law, to attempt to garner quorum, either in person, or by proxy. If a quorum is achieved following a temporary adjourned meeting, business may be transacted which might have been transacted at the meeting as originally notified.</p>
<p>Section 3.11 - Proxies:</p>	<p>Use of proxies at Management Committee meetings are allowed in person (including by teleconference or videoconference), not in writing and follow a "like for like" policy.</p>

Chapter III: Management Committee (continued)

<p>Section 3.12 - Weighted Voting Procedure:</p>	<ol style="list-style-type: none">1) All votes of the MAG Regional Council and MAG Management Committee are taken on the basis of one vote per member. This is referred to as a “numerical vote.”2) Following a numerical vote, MAG member agencies also have the option of requesting a “weighted vote.” For the weighted vote, the same motion is reconsidered.<ol style="list-style-type: none">a. The weighted voting procedure applies only to the Regional Council and Management Committee.b. If a weighted vote is requested, it is taken on a roll call basis.c. For a weighted vote to pass, the following two conditions must be met:<ol style="list-style-type: none">i. The vote is required to pass by a majority of the members present (numerically). For example, if thirty (30) Regional Council members are present at a meeting, at least sixteen (16) are required to vote in favor of the motion.ii. The vote is also required to pass by weight according to share of population. In the example provided above, the sixteen (16) members who vote in favor of the motion represent a majority of the population.d. As the roll call vote is taken, the votes are entered into a computer. The computer calculates the “numerical vote” to determine if it is a majority of those present at the meeting. The computer then calculates the population weight of those present to determine if a majority of the population supports the vote. If the motion does not pass both conditions, it fails.e. The outcome of the weighted vote, consisting of the numerical vote and the weighted vote, taken together, prevails over the original numerical vote.f. The number of votes for the weighted vote, per Table A, is based on the latest Special or Decennial Census population.g. Each member receives at least one (1) weighted vote even if its population is less than one percent of the population of member agencies (Please refer to weighted voting information provided in “MAG Regional Council and Management Committee Weighted Voting” – Table A).h. The Arizona Department of Transportation (ADOT), Regional Public Transportation Authority (RPTA), and Citizens Transportation Oversight Committee (CTOC), cast votes only on transportation-related issues. The two (2) State Transportation Board members shall always have one (1) vote on such issues in a weighted vote.i. The dual condition of a weighted vote compels member agencies to come to an agreement before moving issues forward. In many ways, the MAG weighted voting procedure is similar to the House of Representatives and the Senate in the United States Congress. The House vote is the weighted portion of the MAG vote. The Senate vote is the one vote per member agency or numerical vote. Both are necessary to proceed.
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Chapter III: Management Committee (continued)

TABLE A
MAG Regional Council and
Management Committee
Weighted Voting

Member Agency	# of Votes RC	# of Votes MC
Apache Junction	1	1
Avondale	2	2
Buckeye	1	1
Carefree	1	1
Cave Creek	1	1
Chandler	7	7
El Mirage	1	1
Ft. McDowell Yavapai Nation	1	1
Fountain Hills	1	1
Gila Bend	1	1
Gila River Indian Community	1	1
Gilbert	5	5
Glendale	7	7
Goodyear	2	2
Guadalupe	1	1
Litchfield Park	1	1
Maricopa County (unincorporated)	7	7
Mesa	13	13
Paradise Valley	1	1
Peoria	4	4
Phoenix	40	40
Queen Creek	1	1
Salt River Pima-Maricopa Indian Community	1	1
Scottsdale	7	7
Surprise	3	3
Tempe	5	5
Tolleson	1	1
Wickenburg	1	1
Youngtown	1	1
Arizona Department of Transportation (ADOT)	1	1
Regional Public Transportation Authority (RPTA)	0	1
Citizens Transportation Oversight Committee (CTOC)	1	0
TOTAL	121	121

Chapter III: Management Committee (continued)

<p>Section 3.13 - Public Comment:</p>	<p>Public involvement will be encouraged at all committee meetings. All public comment will be in accordance with the MAG public input policy.</p>
<p>Section 3.14 - Minutes:</p>	<p>Detailed minutes for all committee meetings will be taken, posted on the MAG Web site, and distributed to all committee members and interested stakeholders.</p>
<p>Section 3.15 - Administrative Support:</p>	<p>MAG staff shall provide administrative support to the Management Committee through the Executive Director.</p>
<p>Section 3.16 - Rules of Order & Motion Procedures:</p>	<p>Current practice encourages informal regional discussion and when necessary conferring with the MAG General Counsel regarding parliamentary procedure. The following motion procedures are utilized to provide guidance in the conduct of meetings at MAG:</p> <ol style="list-style-type: none"> 1) Motion Procedure <ol style="list-style-type: none"> a. When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. b. The maker of the motion has the right to modify his or her motion or to withdraw it entirely. If the motion is modified, the Member who has seconded it has the right to withdraw his or her second. c. If a modification to a motion made by another Member is accepted by the maker of the motion, the Member who seconded the original motion shall be requested to reaffirm his or her second after modification. If the Member declines to reaffirm the second, the second is presumed made by the Member suggesting the modification. d. In the case of a tie in votes on any motion, the motion shall be considered defeated. 2) Motion to Recommend Approval <ol style="list-style-type: none"> a. A motion to recommend approval shall be to recommend the agenda item as proposed or as proposed with an amendment(s) or stipulation(s). After the motion is made and seconded, it shall require an affirmative majority vote to pass. 3) Motion to Deny or Disapprove a Recommendation <ol style="list-style-type: none"> a. A motion to deny or to disapprove a recommendation shall be to reject the agenda item as proposed. After the motion is made and seconded, it shall require an affirmative majority vote to defeat the item. If the motion fails, the agenda item will not be deemed recommended, unless a separate motion to recommend approval is made and seconded and passed by the requisite majority vote. 4) Motion to Postpone <ol style="list-style-type: none"> a. A motion to postpone is used to dismiss an item on the agenda. This motion is debatable, and because it can be applied only to the main question, it can, therefore, only be made while the main question is immediately pending (a motion and second is on the floor). This motion is commonly used to postpone an item until a more appropriate time.

Chapter III: Management Committee (continued)

Section 3.16 - Rules of Order & Motion Procedures (continued):

- 5) Motion to Table
 - a. Motions to table shall be to a definite time. Such motions shall be amendable and debatable only as to the propriety of postponement and the time set.
- 6) Motion to Close, Limit, or to Extend Discussion
 - a. Commonly referred to as "Calling the Question," this motion is used to limit or close debate on, or further amend, the main motion. This motion cuts off debate. The Presiding Officer may either immediately call for a vote on the main motion or ask the Members to vote on whether to call for a vote on the main motion.
- 7) Motion to Amend
 - a. A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to the amendment shall not be in order.
 - b. A substitute motion on the same subject shall be acceptable and shall be voted on before a vote on the amendment.
 - c. Amendments shall be voted on first, then the main motion as amended.
- 8) Motion to Continue
 - a. Motions to continue shall be to a definite time. Such motions shall be amendable and debatable only as to the propriety of postponement and the time set.
- 9) Division of Question
 - a. If the question or motion contains two or more propositions that could be divided, the Presiding Officer may, upon his or her own initiative or upon the request of a Member, divide the question or motion into multiple questions or motions for separate consideration and action.
- 10) Motion to Adjourn
 - a. A motion to adjourn may be made at any time during the meeting for the purpose of immediately closing the meeting. It requires a second, is not debatable and cannot be amended. The motion requires a majority vote for passage and, if it passes, the meeting is closed.

CHAPTER IV: TRANSPORTATION POLICY COMMITTEE

<p>4.01 - Responsibilities:</p>	<ol style="list-style-type: none"> 1) Regional Transportation Plan. 2) Transportation Improvement Program 3) Amendments to the Transportation Improvement Program. 4) Material Cost Changes to the Regional Freeway Program. 5) Accelerations to the Regional Freeway Program. 6) Amendments to the Regional Transportation Plan.
<p>4.02 - Composition:</p>	<p>House Bill 2456 (Arizona Revised Statutes § 28-6308) provides for the establishment of the Transportation Policy Committee, consisting of twenty-three (23) members including:</p> <ol style="list-style-type: none"> 1) Central City elected official <ul style="list-style-type: none"> • Phoenix 2) Seven (7) largest Cities elected officials (these have an opportunity to serve; those not participating will create an additional opportunity for other Cities/Towns in the next category). The population used for determining the seven largest will be the resident population estimate approved annually by the Regional Council. Currently the seven largest are: <ul style="list-style-type: none"> • Mesa • Glendale • Scottsdale • Chandler • Gilbert • Peoria • Tempe 3) Five Cities/Towns (5) elected officials Member agencies are selected from the following list; serve for two years and are eligible for reappointment. <i>Three (3)</i> from areas that need to be represented to achieve geographic balance, with the members selected from and by the under represented geographic area and ratified by the Regional Council. Interstate 17 will be used as a boundary in determining geographic balance. <i>Two (2) At-Large</i> (geographically balanced) selected by the Regional Council <ul style="list-style-type: none"> • Apache Junction/Pinal County • Avondale • Buckeye • Carefree • Cave Creek • El Mirage • Fountain Hills • Gila Bend • Goodyear • Guadalupe • Litchfield Park • Paradise Valley • Queen Creek • Surprise • Tolleson • Wickenburg • Yavapai County • Youngtown

Chapter IV: Transportation Policy Committee (continued)

<p>4.02 - Composition (continued):</p>	<ol style="list-style-type: none"> 4) One (1) Maricopa County Board of Supervisors member 5) One (1) Native American Indian Community (selected by the Regional Council—would serve for two years and would be eligible for reappointment) <ul style="list-style-type: none"> • Fort McDowell Yavapai Nation • Gila River Indian Community • Salt River Pima-Maricopa Indian Community 6) State Transportation Board member (Maricopa County) – Rotates each year 7) Chair, Citizens Transportation Oversight Committee 8) Six (6) business members of the Transportation Policy Committee (TPC) represent regionwide business interests, one of whom must represent transit interests, one of whom must represent freight interests and one of whom must represent construction interests. The President of the Senate and the Speaker of the House of Representatives shall each appoint three members to the committee. Members who are appointed serve six-year terms. The Chairman of the Regional Planning Agency may submit names to the President of the Senate and Speaker of the House of Representatives for consideration for appointment to the Transportation Policy Committee.
<p>Section 4.03 - Duties of the Chair:</p>	<ol style="list-style-type: none"> 1) Presides over the meetings of the Transportation Policy Committee. 2) Calls meetings of the Transportation Policy Committee, except as otherwise specifically provided in these procedures. 3) In the absence of the Chair, the Vice Chair will assume the duties of the Chair. 4) Approves agendas for the Transportation Policy Committee, except as otherwise specifically provided in Section 4.08 “Agenda Development.”
<p>Section 4.04 - Nomination Process & Election of Chair & Vice Chair:</p>	<ol style="list-style-type: none"> 1) A Chair and Vice Chair who are duly elected members of a MAG member agency shall be elected from the members of the Transportation Policy Committee at the June meeting of each year. 2) The current Vice Chair is nominated for the position of Chair and individuals interested in being Vice Chair, pursuant to the provisions of Section 4.05 “Terms” and Section 4.06 “Vacancies,” provide letters of interest submitted to the Chair of the Regional Council for appointment by the Regional Council.
<p>Section 4.05 - Terms of Officers:</p>	<p>One-year terms with succession of positions occurring through the ascending order of officers.</p>

Chapter IV: Transportation Policy Committee (continued)

<p>Section 4.06 - Vacancies:</p>	<p>In the event of a vacancy in the Chair position, the Vice Chair will become Chair for the unexpired term of the previous Chair and a Vice Chair will be elected to complete the remainder of the Vice Chair’s term. An individual who succeeds to an unexpired term of six months or less, will serve for the remainder of the term, and is eligible to serve one additional full-year term. An individual who succeeds to an unexpired term of more than six months serves for the remainder of the unexpired term and is not then eligible to serve one additional full-year term.</p>
<p>Section 4.07 - Meetings:</p>	<p>The Transportation Policy Committee shall meet at the call of the Chair at such place designated by him or her.</p>
<p>Section 4.08 - Agenda Development:</p>	<ol style="list-style-type: none"> 1) The agenda is prepared by staff through the Executive Director with approval by the Chair. 2) Items that have been recommended to the Transportation Policy Committee by the Management Committee shall be included on the agenda for consideration. 3) The Chair does not have the unilateral power to remove an item from an agenda that has proceeded through the MAG committee process. 4) Request for future agenda items will be placed on all agendas. 5) Items in a MAG appeal process may be appealed to the next committee level and placed on the agenda.
<p>Section 4.09 - Conflict of Interest:</p>	<p>As is done in MAG member agencies, Transportation Policy Committee members confer with the MAG General Counsel regarding conflict of interest, as set forth in state law.</p>
<p>Section 4.10 - Quorum:</p>	<p>According to the By-laws, a quorum is a simple majority of members of the Regional Council on the Transportation Policy Committee, participating in person or by teleconference or videoconference, shall constitute a quorum for the transaction of business. In the absence of a quorum, no committee shall conduct business without a quorum. The Chair of the meeting shall adjourn the meeting from time to time, as provided in the Open Meeting Law, to attempt to garner quorum, either in person, or by proxy. If a quorum is achieved following a temporary adjourned meeting, business may be transacted which might have been transacted at the meeting as originally notified.</p>
<p>Section 4.11 - Proxies:</p>	<p>Use of proxies at the Transportation Policy Committee is not permitted.</p>
<p>Section 4.12 - Weighted Voting Procedure:</p>	<p>Use of weighted vote at the Transportation Policy Committee is not permitted.</p>
<p>Section 4.13 - Public Comment:</p>	<p>Public involvement will be encouraged at all committee meetings. All public comment will be in accordance with the MAG public input policy.</p>

Chapter IV: Transportation Policy Committee (continued)

<p>Section 4.14 - Minutes:</p>	<p>Detailed minutes for all committee meetings will be taken, posted on the MAG Web site, and distributed to all committee members and interested stakeholders.</p>
<p>Section 4.15 - Administrative Support:</p>	<p>MAG staff shall provide administrative support to the Transportation Policy Committee through the Executive Director.</p>
<p>Section 4.16 - Rules of Order & Motion Procedures:</p>	<p>Current practice encourages informal regional discussion. The following motion procedures are utilized to provide guidance in the conduct of meetings at MAG:</p> <ol style="list-style-type: none"> 1) Motion Procedure <ol style="list-style-type: none"> a. When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. b. The maker of the motion has the right to modify his or her motion or to withdraw it entirely. If the motion is modified, the Member who has seconded it has the right to withdraw his or her second. c. If a modification to a motion made by another Member is accepted by the maker of the motion, the Member who seconded the original motion shall be requested to reaffirm his or her second after modification. If the Member declines to reaffirm the second, the second is presumed made by the Member suggesting the modification. d. In the case of a tie in votes on any motion, the motion shall be considered defeated. 2) Motion to Recommend Approval <ol style="list-style-type: none"> a. A motion to recommend approval shall be to recommend the agenda item as proposed or as proposed with an amendment(s) or stipulation(s). After the motion is made and seconded, it shall require an affirmative majority vote to pass. A "Major Amendment" at the Transportation Policy Committee is subject to an affirmative majority vote of 17 of its members. b. House Bill 2456 (Arizona Revised Statutes § 28-6308) includes provisions addressing "Major Amendments." <ol style="list-style-type: none"> i. Major amendment means the following: <ul style="list-style-type: none"> • The addition or deletion of a freeway, a route on the State Highway System or a Fixed Guideway Transit System. • The addition or deletion of a portion of a freeway, route on the State Highway System or a Fixed Guideway Transit System that either exceeds one mile in length or exceeds an estimated cost of forty million dollars as provided in the Regional Transportation Plan. • Modification of a transportation project in a manner that eliminates a connection between freeways or fixed guideway facilities. ii. A major amendment is required if: <ul style="list-style-type: none"> • An audit finding recommends that a project or system in the Regional Transportation Plan is not warranted or requires a modification that is a major amendment. • The Transportation Policy Committee (TPC) recommends to the Regional Planning Agency a modification of the Regional Transportation Plan that is a major amendment.

Chapter IV: Transportation Policy Committee (continued)

Section 4.16 - Rules of Order & Motion Procedures (continued):

- iii. A major amendment requires the following:
 - Consideration by the TPC of alternatives in the same modal category that will relieve congestion and improve mobility in the same general corridor addressed by the originally planned project or system.
 - If a reasonable option is identified as an alternative for the originally planned project or system, the TPC shall submit the proposed amendment for review by the Regional Public Transportation Authority (RPTA), the State Board of Transportation, the County Board of Supervisors, Indian Communities, Citizens Transportation Oversight Committee (CTOC), cities and towns.
 - Within 30 days of receiving the proposed amendment, the Board of Directors of the RPTA, State Board of Transportation and the County Board of Supervisors, by a majority vote shall submit a written recommendation to the TPC that the proposed amendment be approved, modified or disapproved.
 - Within 30 days of receiving the proposed amendment, the Indian Communities, CTOC, cities and towns may also submit written recommendations to the TPC that the proposed amendment be approved, modified or disapproved.
 - If no reasonable option for an alternative to the originally planned project or system is identified, the TPC shall submit an amendment to delete the original project for review by the RPTA, the State Board of Transportation, the County Board of Supervisors, Indian Communities, CTOC, cities and towns.
 - Within 30 days of receiving the proposed amendment, the Indian Communities, CTOC, cities and towns may also submit written recommendations to the TPC that the proposed amendment be approved, modified or disapproved.
 - The TPC must consider any written recommendations submitted by any of the reviewing entities.
 - The TPC shall recommend approval, disapproval or modification of the proposed amendment to the Regional Planning Agency for consideration.
- iv. The affirmative vote of 17 members of the TPC is required to approve and proceed with either of the following:
 - Recommendation of a major amendment to the Regional Planning Agency that fails to receive approval of either the RPTA, the State Board of Transportation, or County Board of Supervisors.
 - A transportation project or system that is found to be unwarranted by an audit.
- v. Transportation excise tax revenues cannot be moved between transportation modes (freeway, arterial and transit). A majority vote of the TPC can move funds within a mode.
- vi. A major amendment requires that alternatives in the same modal category that will relieve congestion and improve mobility in the same general corridor be addressed. The alternative goes through the consultation process.

Chapter IV: Transportation Policy Committee (continued)

Section 4.16 - Rules of Order & Motion Procedures (continued):

- 3) Motion to Deny or Disapprove a Recommendation
 - a. A motion to deny or to disapprove a recommendation shall be to reject the agenda item as proposed. After the motion is made and seconded, it shall require an affirmative majority vote to defeat the item. If the motion fails, the agenda item will not be deemed recommended, unless a separate motion to recommend approval is made and seconded and passed by the requisite majority vote.
- 4) Motion to Postpone
 - a. A motion to postpone is used to dismiss an item on the agenda. This motion is debatable, and because it can be applied only to the main question, it can, therefore, only be made while the main question is immediately pending (a motion and second is on the floor). This motion is commonly used to postpone an item until a more appropriate time.
- 5) Motion to Table
 - a. Motions to table shall be to a definite time. Such motions shall be amendable and debatable only as to the propriety of postponement and the time set.
- 6) Motion to Close, Limit, or to Extend Discussion
 - a. Commonly referred to as "Calling the Question," this motion is used to limit or close debate on, or further amend, the main motion. This motion cuts off debate. The Presiding Officer may either immediately call for a vote on the main motion or ask the Members to vote on whether to call for a vote on the main motion.
- 7) Motion to Amend
 - a. A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to the amendment shall not be in order.
 - b. A substitute motion on the same subject shall be acceptable and shall be voted on before a vote on the amendment.
 - c. Amendments shall be voted on first, then the main motion as amended.
- 8) Motion to Continue
 - a. Motions to continue shall be to a definite time. Such motions shall be amendable and debatable only as to the propriety of postponement and the time set.
- 9) Division of Question
 - a. If the question or motion contains two or more propositions that could be divided, the Presiding Officer may, upon his or her own initiative or upon the request of a Member, divide the question or motion into multiple questions or motions for separate consideration and action.
- 10) Motion to Adjourn
 - a. A motion to adjourn may be made at any time during the meeting for the purpose of immediately closing the meeting. It requires a second, is not debatable and cannot be amended. The motion requires a majority vote for passage and, if it passes, the meeting is closed.

CHAPTER V: OTHER TECHNICAL & POLICY COMMITTEES

5.01 - Responsibilities:	As approved by the Regional Council or Management Committee.
5.02 - Composition:	Members are professionals usually from city, town, and county staffs, as well as local, state, and federal agencies, tribal organizations and, in some cases, the private sector.
Section 5.03 - Duties of the Chair:	<ol style="list-style-type: none"> 1) Presides over the meetings of the Technical & Policy Committees. 2) Calls meetings of Technical & Policy Committees, except as otherwise specifically provided in these Procedures. 3) In the absence of the Chair, the Vice Chair will assume duties of the Chair. 4) Approves agendas for Technical & Policy Committees, except as otherwise specifically provided in Section 5.08 "Agenda Development."
Section 5.04 - Appointment of Chair & Vice Chair:	<ol style="list-style-type: none"> 1) A Chair and Vice Chair will be appointed by the Executive Committee. 2) Individuals interested in being Chair or Vice Chair, pursuant to the provisions of Section 5.05 "Terms" and Section 5.06 "Vacancies," provide letters of interest submitted to the Chair of the Regional Council for appointment by the Regional Council Executive Committee. 3) The Executive Committee shall appoint the Chair and Vice Chair of the Technical and Policy Committees, with the exception of the Transportation Policy Committee. These appointments will be staggered to assist continuity, appointing approximately half of the committee officers in June each year and the remainder in January, unless a vacancy occurs.
Section 5.05 - Terms of Officers:	One-year terms with possible reappointment to serve up to one additional term by consent of the respective committee.
Section 5.06 - Vacancies:	In the event of a vacancy in the Chair position, the Vice Chair becomes Chair for the unexpired term of the previous Chair and a Vice Chair is elected to complete the remainder of the Vice Chair's term. An individual who succeeds to an unexpired term of six months or less will serve for the remainder of the term, and is eligible to serve one additional full-year term. An individual who succeeds to an unexpired term of more than six months serves for the remainder of the unexpired term, is not then eligible to serve one additional full-year term, unless the committee consents to an additional one full-year term as provided for in Section 5.05 "Terms."
Section 5.07 - Meetings:	Technical & Policy Committees shall meet at the call of the Chair.
Section 5.08 - Agenda Development:	<ol style="list-style-type: none"> 1) The agenda is prepared by staff under the direction of the Executive Director with approval by the Chair. 2) The Chair does not have the unilateral power to remove an item from an agenda that has proceeded through the MAG committee process. 3) Request for future agenda items will be placed on all agendas. 4) Items in a MAG appeal process may be appealed to the next committee level and placed on the agenda.

Chapter V: Other Technical & Policy Committees (continued)

<p>Section 5.09 - Conflict of Interest:</p>	<p>As is done in MAG member agencies, members confer with the MAG General Counsel regarding conflict of interest, as set forth in state law.</p>
<p>Section 5.10 - Quorum:</p>	<p>According to the By-laws, a quorum is a simple majority of the members of a committee, participating in person or by teleconference and videoconference, shall constitute a quorum for the transaction of business. In the absence of a quorum, no committee shall conduct business without a quorum. The Chair of the meeting shall adjourn the meeting from time to time, as provided in the Open Meeting Law, to attempt to garner quorum, either in person, or by proxy. If a quorum is achieved following a temporary adjourned meeting, business may be transacted which might have been transacted at the meeting as originally notified.</p>
<p>Section 5.11 - Proxies:</p>	<p>Use of proxies at Technical & Policy Committees is permitted in person (including by teleconference or videoconference), using a “like for like” policy.</p>
<p>Section 5.12 - Weighted Voting Procedure:</p>	<p>Use of weighted vote at Technical & Policy Committees is not permitted.</p>
<p>Section 5.13 - Public Comment:</p>	<p>Public involvement will be encouraged at all committee meetings. All public comment will be in accordance with the MAG public input policy.</p>
<p>Section 5.14 - Minutes:</p>	<p>Detailed minutes for all committee meetings will be taken, posted on the MAG Web site, and distributed to all committee members and interested stakeholders.</p>
<p>Section 5.15 - Administrative Support:</p>	<p>MAG staff shall provide administrative support to Technical & Policy Committees.</p>
<p>Section 5.16 - Rules of Order and Motion Procedures:</p>	<p>Current informal practice encourages regional discussion. The following motion procedures are utilized to provide guidance in the conduct of meetings at MAG:</p> <ol style="list-style-type: none"> 1) Motion Procedure <ol style="list-style-type: none"> a. When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. b. The maker of the motion has the right to modify his or her motion or to withdraw it entirely. If the motion is modified, the Member who has seconded it has the right to withdraw his or her second. c. If a modification to a motion made by another Member is accepted by the maker of the motion, the Member who seconded the original motion shall be requested to reaffirm his or her second after modification. If the Member declines to reaffirm the second, the second is presumed made by the Member suggesting the modification. d. In the case of a tie in votes on any motion, the motion shall be considered defeated.

Chapter V: Other Technical & Policy Committees (continued)

Section 5.16 - Rules of Order and Motion Procedures (continued):

- 2) Motion to Recommend Approval
 - a. A motion to recommend approval shall be to recommend the agenda item as proposed or as proposed with an amendment(s) or stipulation(s). After the motion is made and seconded, it shall require an affirmative majority vote to pass.
- 3) Motion to Deny or Disapprove a Recommendation
 - a. A motion to deny or to disapprove a recommendation shall be to reject the agenda item as proposed. After the motion is made and seconded, it shall require an affirmative majority vote to defeat the item. If the motion fails, the agenda item will not be deemed recommended, unless a separate motion to recommend approval is made and seconded and passed by the requisite majority vote.
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- 5) Motion to Table
 - a. Motions to table shall be to a definite time. Such motions shall be amendable and debatable only as to the propriety of postponement and the time set.
- 6) Motion to Close, Limit, or to Extend Discussion
 - a. Commonly referred to as "Calling the Question," this motion is used to limit or close debate on, or further amend, the main motion. This motion cuts off debate. The Presiding Officer may either immediately call for a vote on the main motion or ask the Members to vote on whether to call for a vote on the main motion.
- 7) Motion to Amend
 - a. A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to the amendment shall not be in order.
 - b. A substitute motion on the same subject shall be acceptable and shall be voted on before a vote on the amendment.
 - c. Amendments shall be voted on first, then the main motion as amended.
- 8) Motion to Continue
 - a. Motions to continue shall be to a definite time. Such motions shall be amendable and debatable only as to the propriety of postponement and the time set.
- 9) Division of Question
 - a. If the question or motion contains two or more propositions that could be divided, the Presiding Officer may, upon his or her own initiative or upon the request of a Member, divide the question or motion into multiple questions or motions for separate consideration and action.
- 10) Motion to Adjourn
 - a. A motion to adjourn may be made at any time during the meeting for the purpose of immediately closing the meeting. It requires a second, is not debatable and cannot be amended. The motion requires a majority vote for passage and, if it passes, the meeting is closed.

NOTES:



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