

MAG COMMITTEE OPERATING POLICIES AND PROCEDURES



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CHAPTER V: 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: Technical & Policy Committees (continued)

Section 5.09 - Conflict of Interest:	As is done in MAG member agencies, members confer with the MAG General Counsel regarding conflict of interest, as set forth in state law.
Section 5.10 - Quorum:	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.
Section 5.11 - Proxies:	Use of proxies at Technical & Policy Committees is permitted in person (including by teleconference or videoconference), using a “like for like” policy.
Section 5.12 - Weighted Voting Procedure:	Use of weighted vote at Technical & Policy Committees is not permitted.
Section 5.13 - Public Comment:	Public involvement will be encouraged at all committee meetings. All public comment will be in accordance with the MAG public input policy.
Section 5.14 - Minutes:	Detailed minutes for all committee meetings will be taken, posted on the MAG Web site, and distributed to all committee members and interested stakeholders.
Section 5.15 - Administrative Support:	MAG staff shall provide administrative support to Technical & Policy Committees.
Section 5.16 - Rules of Order and Motion Procedures:	<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: Technical & Policy Committees (continued)

<p>Section 5.16 - Rules of Order and Motion Procedures (continued):</p>	<p>2) Motion to Recommend Approval</p> <p>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.</p> <p>3) Motion to Deny or Disapprove a Recommendation</p> <p>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.</p> <p>4) Motion to Postpone</p> <p>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.</p> <p>5) Motion to Table</p> <p>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.</p> <p>6) Motion to Close, Limit, or to Extend Discussion</p> <p>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.</p> <p>7) Motion to Amend</p> <p>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.</p> <p>b. A substitute motion on the same subject shall be acceptable and shall be voted on before a vote on the amendment.</p> <p>c. Amendments shall be voted on first, then the main motion as amended.</p> <p>8) Motion to Continue</p> <p>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.</p> <p>9) Division of Question</p> <p>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.</p> <p>10) Motion to Adjourn</p> <p>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.</p>
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