

**FLOOD CONTROL DISTRICT OF MARICOPA COUNTY  
FLOOD CONTROL ADVISORY BOARD**

BYLAWS

ARTICLE I

Name

- Section 1. The name of this organization shall be the Flood Control Advisory Board, Flood Control District of Maricopa County, hereinafter referred to as the FCAB.

ARTICLE II

Functions and Responsibilities

- Section 1. The FCAB shall act in an advisory role to the Board of Directors of the District on matters pertaining to flood control, drainage, water conservation, and related matters (ARS 48-3611D).
- Section 2. The FCAB shall, within its power, recommend policies for the operation of the District.
- Section 3. The FCAB shall review and recommend criteria for the acceptance, maintenance, and operation of flood control facilities by the District.
- Section 4. The FCAB shall annually review and recommend a five year capital improvement program for submission to the Board of Directors at least three months prior to the final date for submission of the annual budget.
- Section 5. The FCAB shall annually recommend a budget for the next fiscal year for adoption by the Board of Directors.
- Section 6. The FCAB shall have the right to request information from the Chief Engineer & General Manager and his staff, engineering personnel from cities within the District, and any other person with knowledge of flood control practices. The FCAB may recommend the employment of consulting engineers for the purpose of obtaining technical information and recommendations regarding flood control practices (ARS 48-3611C).
- Section 7. The FCAB shall assist in the development of increased public understanding and support for the comprehensive flood control program.
- Section 8. The FCAB shall recommend legislative changes as appropriate.
- Section 9. The FCAB shall sit in review and make decisions concerning interpretation of and allow variances from the terms of the Floodplain Regulation, and hear appeals by any person aggrieved through the administration of the Floodplain Regulation in

accordance with Section 601 of the Floodplain Regulations for Maricopa County (ARS 48-3612).

ARTICLE III

Membership

- Section 1. The FCAB shall consist of seven members. Five members shall be resident taxpayers and qualified electors of the District, at least three of whom shall be residents of the cities within the District. At least one of the members who are residents of the cities within the District shall be a resident of the City of Phoenix. The Phoenix City Engineer and the General Manager of the Salt River Project, or their representatives, shall be ex-officio members of the FCAB with all rights and privileges granted to other members (ARS 48-3611A).
- Section 2. The Board of Supervisors shall appoint five members to the FCAB for five-year terms (ARS 48-3611B). Members shall continue to serve beyond the expiration of their term until they are either reappointed or replaced.
- Section 3. The FCAB may recommend to the Board of Supervisors any number of honorary members of the FCAB.
- Section 4. The FCAB may recommend removal of any members with three unexcused absences in a calendar year.

ARTICLE IV

Officers and Duties

- Section 1. Officers
  - A. The officers of the FCAB shall be the Chair, Vice Chair, and Secretary.
  - B. The officers shall be elected by the FCAB members to serve a one-year term from November through October.
  - C. Vacant offices may be filled by election at a regular or special meeting.
- Section 2. Duties
  - A. The Chair shall:
    - 1. Preside at all meetings.
    - 2. Appoint the Chair of all committees.
    - 3. Call all meetings.
    - 4. Be an ex-officio member of all committees.

5. Review and approve the agenda for all meetings.
6. Represent the FCAB at various meetings and activities.

B. The Vice Chair shall:

1. Act in the absence of the Chair.
2. Perform other duties as assigned by the Chair.
3. Annually review the Bylaws and make recommendations for a change.
4. Be an ex-officio member of all committees.

C. The Secretary shall:

1. Approve all minutes taken and prepared by the Clerk of the Board.
2. Review the Orientation and Procedures Manual and make recommendations for update and change.

Section 3. Election of Officers

- A. At the October meeting, the FCAB shall elect a Chair, Vice Chair and Secretary.
- B. Persons receiving the majority of votes shall be elected.

## ARTICLE V

### Meeting

- Section 1. Regular meetings will be scheduled the fourth Wednesday of each month except for December when it will be scheduled for the first Wednesday of the month, and no meetings will be scheduled in July or November unless requested by the Chairman of the FCAB.
- Section 2. Meetings will begin at 2:00 p.m. at the Flood Control District unless otherwise agreed upon by the FCAB, and will be open to the public.
- Section 3. Special meetings shall be held after due notification of all members, at the call of the Chair, or upon the written or oral request of at least three members.
- Section 4. A schedule of meetings will be appropriately displayed in the Flood Control District office.
- Section 5. Meeting agendas and related facts and history of items to be reviewed will be delivered to all members at least seven days prior to regularly scheduled meetings. The standard notice of agenda or agenda header information will include a statement that matters on the open meeting agenda may be discussed in executive session for the purpose of obtaining legal advice thereon, at the discretion of the Chair.

Section 6. A quorum shall consist of a majority of the members.

## ARTICLE VI

### Committees

Section 1. The Standing Committee of the FCAB shall be:

- A. Legislative: Deal with all legislative matters relating to the FCAB, the District and the flood control program.
- B. Program and Budget: Deal with all matters relating to budget, fees, capital improvements and other matters of a fiscal nature.
- C. Policy: Deal with all matters relating to District policy, including recommendations to the Board of Directors.
- D. Public Information: Promote a better understanding of the District and the flood control program.

Section 2. In order to assist the FCAB in its functions and responsibilities (see Section 6, Article II above), two groups have been established to act in an advisory capacity to the FCAB. The primary purpose of the members of these groups is to attend the meetings of the FCAB, represent the desires and needs of the organization they represent, and take information to their organizations pertaining to plans and actions of the FCAB.

- A. Consulting Group: The Consulting Group members are ex-officio members representing each town or city in the District that chooses to designate a representative. Terms of these members do not expire. These members are usually city engineers, public works directors, or town or city managers.
- B. Advisory Group: The Advisory Group members are appointed by the FCAB for three-year terms. These members represent government agencies and other organizations with an interest in, or functions related to, flood control. Organizations represented can be added or deleted by the FCAB, with the recommendation of the Public Information Standing Committee.

## ARTICLE VII

### Rules

Section 1. The latest edition of Robert's Rules of Order shall prevail at all meetings.

## ARTICLE VIII

### Amendments

- Section 1. Amendments to the Bylaws may be made at any official meeting of the FCAB, providing a notification of such action and changes proposed has been made at least four weeks prior to the meeting.
- Section 2. Amendments must be adopted by a majority of those members present.
- Section 3. Amendments to the Bylaws shall be authenticated and dated by the Secretary.