

**PIMA COUNTY
SMALL BUSINESS COMMISSION
BYLAWS**

**ARTICLE I
NAME**

Section 1. The name of this organization shall be the Pima County Small Business Commission (SBC).

**ARTICLE II
LEGAL REQUIREMENTS**

Section 1. The Pima County Small Business Commission was created by Resolution 2003-52. The Commission will function under the authority of that resolution and other stipulations as stated by the Pima County Code.

Section 2. All Commission meetings will be conducted with the Arizona Public Open Meeting Law, A.R.S § 38-431.

**ARTICLE III
FUNCTION AND PURPOSE**

Section 1. To advise the Pima County Board of Supervisors on current and proposed County policies affecting small business; and

Section 2. To facilitate communication between the County and small businesses.

**ARTICLE IV
MEMBERSHIP, APPOINTMENTS, AND QUALIFICATIONS**

Section 1. In accordance with Resolution 2015-45 adopted by the Pima County Board of Supervisors on July 5, 2015, the Commission shall be composed of 11 members.

Section 2. The Commission will have 11 members: each Supervisor shall have 2 appointments. One member shall be voted on by the existing Commission and must receive a majority vote. Each member shall serve until replaced by the appointing supervisor or the appointing supervisor's successor.

Section 3. The membership emphasis shall be with firms with 1-15 full time equivalent employees, with an upper limit of 100 employees at the time of the commissioner's appointment.

Section 4. Members shall be company owners or managers.

Section 5. The companies must be located within Pima County

Section 6. Vacancies on the Commission shall be filled by appointment in the same manner in which members are initially appointed.

Section 7. A member of the Commission, who misses four (4) consecutive meetings, for any reason, excluding major medical, is automatically removed from the Commission. Members are required to call the Commission staff to notify the Commission of their absence.

ARTICLE V
OFFICERS

- Section 1. The officers of the Commission shall include Chairperson and Vice Chairperson.
- Section 2. A majority (or six members of the eleven members) of the Commission who are appointed must be present to hold election of officers. Election of officers shall be announced the previous meeting. Election shall take place by voice vote.
- Section 3. The term of each elected officer shall be one year. No officer may hold the same office for more than two consecutive terms. Notification of elections shall take place in November. Elections will be held in January.
- Section 4. Each elected officer shall hold office until a successor is elected and qualified. In the event that an officer's term on the Commission should expire prior to completion of his/her term of office, a nominating committee shall be formed to nominate a replacement.

ARTICLE VI
DUTIES OF OFFICERS

- Section 1. The Chairperson shall:
- a. Preside at meetings of the Commission and ensure meetings are in compliance with all rules governing the Commission.
 - b. Ensure that Commission committees are established and chaired, and their tasks are expeditiously and effectively performed.
 - c. Serve as ex-officio member of all committees with the exception of a nominating committee.
 - d. Be a spokesperson for the Commission.
 - e. Take responsibility to implement the functions of the Commission as authorized by Resolution 2003-52 or as authorized by the Commission.
 - e. Set up monthly agendas with the Commission staff.
- Section 2. The Vice Chairperson shall:
- a. Perform all duties of the Chairperson during absence.
 - b. Act in an advisory capacity to the Chairperson and such functions as assigned by the Chairperson.
 - c. Meet with new appointees for orientation of the Small Business Commission.

ARTICLE VII
COMMITTEES

- Section 1. The formation of committees shall be designated as deemed necessary by the Commission.
- Section 2. The Chairperson may call an Executive Session as deemed necessary.

ARTICLE VIII
MEETINGS

- Section 1. The Commission shall hold a minimum of ten (10) meetings a year.
- Section 2. A majority of the members appointed shall constitute a quorum.
- Section 3. The Commission shall utilize Robert's Rule of Order unless it adopts its own rules of order.
- Section 4. Administrative support shall be provided by the Pima County Department of Economic Development or equivalent.

ARTICLE IX
PUBLIC RECORD

- Section 1. The minutes of its proceedings, except for executive sessions are public record and shall be filed with the Pima County Department of Economic Development or equivalent. Minutes of Executive Sessions shall be taken and kept confidential in accordance with A.R.S. §38-431.03B.

ARTICLE X
AMENDEMENTS TO RULES

- Section 1. These bylaws may be amended by an affirmative vote of the majority of full membership provided that such amendments be announced at the previous meeting and properly noticed.

ARTICLE XI
FILING OF RULES AND REGULATIONS

- Section 1. Copies of the Rules and Regulations of the Commission and amendments thereof shall be filed as required by the Pima County Clerk of the Board.