

BYLAWS

CAPITOL ZONING DISTRICT COMMISSION CAPITOL AREA ADVISORY COMMITTEE

revised December 2018

ARTICLE I: NAME

The committee shall be named the "Capitol Area Advisory Committee", being a citizen's advisory committee to the Capitol Zoning District Commission.

ARTICLE II: PURPOSE AND OBJECTIVES

The Capitol Area Advisory Committee shall provide the Capitol Zoning District Commission with recommendations regarding the activities of the Commission in the Capitol Area. Such recommendations are to be made only after conducting meetings in which all members of the Committee and any concerned citizens may present their personal views concerning pertinent items.

The Committee shall review the progress being made toward achieving the objectives stated for the Capitol Zoning District in the Capitol Area; shall report their observations regarding the provisions of the Master Plan, their effectiveness and possible modifications; and shall make suggestions regarding possible programs or projects.

ARTICLE III: MEMBERSHIP

Membership shall not exceed thirty (30) persons, appointed by the Capitol Zoning District Commission from nominations submitted by the Committee. Nominations from the Committee shall require a vote of a simple majority of those Committee members present at the annual meeting.

A. VOTING RIGHTS

All members shall have full voting rights at all Committee meetings.

B. TERMS

Terms of membership shall be for two-year staggered terms. Members may be reappointed to the Committee at the end of their terms with no limit on the number of reappointments.

C. QUALIFICATIONS FOR MEMBERSHIP

Members must be citizens of the State of Arkansas; be at least eighteen (18) years of age; and have demonstrated an interest in the Capitol Area by being a property owner in the area, conducting a business in the area or having worked to enhance the area around the State Capitol.

D. TERMINATION OF MEMBERSHIP

Membership will be terminated, in the middle of a member's term, following:

1. Receipt by the committee Chair or CZDC Director of a letter of resignation from a member.
2. Any three consecutive absences from the regular meeting. The CZDC Director will remind a member of this provision following the second absence.

ARTICLE IV: MEETINGS

Regular monthly meetings of the Capitol Area Advisory Committee will be held prior to the monthly Capitol Zoning District Commission meetings. The time and place for meetings will be established by the CZDC Director or Capitol Area Advisory Committee Chairman. If there is no business to conduct, the Director may notify members that the Committee will not meet. However, the Committee will meet at least quarterly.

A. QUORUM

A quorum for the transacting of business shall consist of the majority of the voting members of the Committee. A simple majority of the voting members present shall be required to pass a recommendation to the Commission.

B. SPECIAL MEETINGS

Special meetings of the Committee may be called by any seven (7) members presenting to the Director or Chairman a letter calling for a special meeting, setting out the date, time, place and agenda of the proposed meeting. Notice must be presented to the Director or Chairman at least three (3) working days prior to the meeting time. The Director or Chairman may also call a special meeting.

C. NOTICE OF MEETINGS

Notice of meetings shall be presented to the full membership in writing or by phone at least three (3) working days in advance of meeting.

D. RULES OF ORDER

The rules of order governing all Committee meetings shall be the most recent edition of Robert's Rules of Order.

E. PARTICIPATION BY TELEPHONE

Except as may be provided by law, members of the Committee, or members of any sub-committee, may participate in any meeting by telephone or similar electronic device by means of which all persons participating in the meeting can hear and speak with each other. A member's participation by telephone shall constitute the member's presence at the meeting.

ARTICLE V: AUTHORITY

The authority of the Capitol Area Advisory Committee shall be to hear information and issue a recommendation pertaining to any issue under the purview of the Capitol Zoning District Commission, as it relates to the Capitol area.

ARTICLE VI: CONFLICT OF INTEREST

Members of the Capitol Area Advisory Committee shall declare a conflict of interest and shall not participate in the debate nor vote on any issue before the Committee in which the member had a direct or indirect financial or professional interest. Such a declaration shall be recorded in the official record of the Committee meeting in which the conflict arises.

ARTICLE VII: ORGANIZATION

A. OFFICERS

At the annual meeting, those members present shall select from the Committee membership a Chair who shall preside over each Committee meeting, serve as ex-officio member of all sub-committees and perform all functions assigned by the Committee. A Vice-Chair shall also be selected to be responsible for assisting the Chair and serving as the chair of any Committee meeting in which the chair is absent. Vacancies may be filled at any regular meeting. The Director of the Capitol Zoning District Commission shall serve as Secretary and shall record minutes, maintain files and records, prepare agendas, and serve as the committee's liaison to the Commission and to other committees, agencies, and organizations. Other officers may be selected when deemed necessary by the Committee.

B. SUBCOMMITTEES

Sub-committees may be appointed by the Chair as needed. Sub-committee membership shall be composed of a minimum of three (3) and a maximum of seven (7) Committee members.

ARTICLE VIII: ANNUAL MEETING AND REPORT

The Committee shall annually meet to select officers, nominate persons for appointment to membership and issue an annual report to the Capitol Zoning District Commission. This annual meeting shall take place at the final meeting of each calendar year.

ARTICLE IX: AMENDMENTS

These bylaws may be amended by a two thirds vote of those present at the annual meeting or any regular monthly meeting, provided that the amendments were presented in writing and mailed to all members at least thirty (30) days prior to the meeting and discussion of the proposed amendments took place at a previous meeting.

After approval by the Capitol Area Advisory Committee, the amendments must be presented to the Capitol Zoning District Commission for their approval prior to implementation.

Approved by Capitol Area Advisory Committee 2-15-98
Approve by Capitol Zoning District Commission 3-26-98

Amended by the Capitol Area Advisory Committee 8-23-99
Approved by Capitol Zoning District Commission 8-24-99

Amended by the Capitol Area Advisory Committee 1-12-12
Approved by Capitol Zoning District Commission 1-13-12

Amended by the Capitol Area Advisory Committee 8-10-16
Approved by Capitol Zoning District Commission 8-18-16

Amended by the Capitol Area Advisory Committee 12-19-18
Approved by Capitol Zoning District Commission 12-20-18

Ron Maxwell, Chair
Capitol Area Advisory Committee

Carol Worley, Chair
Capitol Zoning District Commission