

TRRG Policies and Procedures Manual

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Preface

Tucson Residents for Responsive Government (TRRG) was an outgrowth of meetings held during summer 2013 sponsored by Tucson's Neighborhood Infill Coalition. The meetings produced a foundational document called *This We Believe* (Appendix A) that describes how residents can gain a more meaningful voice in City of Tucson decision-making.

TRRG believes that

- *People have a right to be involved in decisions that affect them and their community.*
- *True community involvement is dependent on timely notice, transparency, accuracy, access to information, opportunity for input and balanced consideration of the facts.*
- *Trust in City government, which is essential, is built on open, honest, respectful, equitable and inclusive processes and procedures.*
- *Residents have a right to a basic quality of life which includes an expectation that government will be responsible for community health and safety, will honor our history and will respect our sense of place.*

The mission of TRRG is to enable effective cooperation among residents, elected officials and City staff so that we can work together to create a better community. To create a better community, there are five essential elements that are required for good governance: integrity, transparency, accountability, collaboration and sensitivity to quality of life.

As an organization TRRG will take an active role in advocating for effective, participatory government. We will strongly advocate to ensure that all parties have a fair and equal opportunity to engage in relevant dialogue. Official statements from TRRG will be consistent with TRRG's mission.

Purpose

The Policies and Procedures Manual is designed to help *TRRG* carry out its mission over the long-term by providing guidelines and recommendations for

- defining focus topics
- organizing committees
- effective communication
- strengthening our support base
- carrying out procedures that are defined in the Bylaws for operation of the organization

This manual is intended to be a fluid document that should be reviewed annually by the *TRRG* Board for consistency and effectiveness and updated periodically to reflect the organization's maturation and experience. It should be viewed as a guide to help *TRRG* carry out its mission for years to come.

It is the responsibility of the *TRRG* Board to ensure that the organization's efforts are focused on and relevant to *TRRG's* mission. As a supplement to the Bylaws, the Policies and Procedures Manual is designed to provide guidelines to help *TRRG* function in a manner consistent with our mission.

Policies

1. Focus Topics

Since its inception, *TRRG* has had a strong mission statement. The policies contained in this section are designed to

- provide a permanent structure for *TRRG* to carry out its mission for years to come
- keep the organization's efforts focused and relevant to *TRRG*'s mission
- engage the *TRRG* membership in identifying and prioritizing the organization's focus for any given year
- allow flexibility to address current areas of concern
- accommodate levels of participation on specific topics as current circumstances dictate
- utilize our limited resources to address the most pressing issues

Identification of Focus Topics should be an endeavor that occurs annually with input from the *TRRG* Board and *TRRG* members.

- a. The Board chair, when announcing the Annual Meeting, will include a call for members to submit focus topics for consideration for the next year's work agenda.
- b. At the Annual Meeting, members will have the opportunity to prioritize these topics and indicate their interest in serving if that topic is designated for committee study.
- c. At the initial Board of Directors meeting after the Annual Meeting, the Board Chair will present a compilation of members' input with recommendations for the level of involvement for each topic.
- d. The Board will determine which topics to **study, monitor** or **support** during the upcoming year.

Levels of Involvement on Focus Topics

- **Study** – sufficient *TRRG* members have indicated an interest in a topic to merit its consideration to be a Study Committee topic. If the Board determines it is appropriate for *TRRG* primary attention, the process identified below will be initiated.
- **Monitor**-- members find a topic important but of secondary interest at this time. A topic selected by the Board for monitoring may be a follow-up to past Study Committee work, a candidate for future Study Committee designation, or a topic of general concern. The Board shall designate a monitor for that specific topic who will report back to the Board when/if there is action relevant to *TRRG* interest. If the monitor believes immediate action is needed, s/he shall contact *TRRG*'s chair for direction.

- **Support**—members have suggested a topic which the Board believes another group/organization is addressing in a satisfactory manner aligned with *TRRG*'s mission. The Board will identify one or more *TRRG* members to be liaisons who will report back to the Board that group's action as requested.

The Board may judge some topics as not a priority for *TRRG* attention at this time.

2. Study Committees

***TRRG* Focus Topic Organization** deals with membership of ad hoc Study Committees, the methodology to establish a new Study Committee, and interaction of the *TRRG* Board with Focus Topics

Membership of *TRRG* Study Committees. Often, there is little choice over how many people are on a committee. The ideal size of a working group will depend on the type of task, the number of people who are available and the urgency of the matter. In general, there should be at least 3 members for a committee to commence working on a task.

Committee members:

- a. At least one Board member shall serve on each Study Committee and will serve as the convener of the group.
- b. *TRRG* members will be notified of the formation of the committee and invited to attend the organizational meeting.
- c. The committee shall be made up of at least 1 Board member and a minimum of 2 other *TRRG* members unless given an exception by the Board.
- d. If the group receives *TRRG* Board approval, it shall elect its Chair and assign a notetaker.

Observers:

- a. Members of the public may attend as observers.
- b. A Call to the Audience will be included on the agenda to give observers an opportunity to participate.

Methodology to Establish a New Study Committee

- a. Interested *TRRG* members shall identify the Study Committee's purpose and methodology at its organizational meeting with the parameters of *TRRG*'s purpose (*Bylaws, Article I, Section 2*).
- b. The Board convener shall have the responsibility to share *TRRG* Bylaws and copies of "Tools *TRRG* Can Use" with attendees.
- c. The group completes the application, "*TRRG* Study Committee Purpose Statement", for input to the *TRRG* Board.

- d. The Study Group convener shall submit the group's purpose statement to the *TRRG* Board for approval at the Board's second quarterly meeting.
- e. In the event that the Board determines that the purpose statement needs revision, the committee convener may resubmit it by the third quarterly meeting of the Board.
- f. If the purpose statement is not approved within that time frame, the committee shall be disbanded for that *TRRG* year.

***TRRG* Board/Study Committee Interactions**

- a. Any *TRRG* Study Committee serves at the pleasure of the Board and must follow all Bylaws, with special attention to Article V. Officers, Section 2a.
- b. The *TRRG* Chair, the *TRRG* Board or the Study Committee may request time on the agenda to provide updates on the Committee's work.
- c. Any Study Committee recommendations which will result in public action should be in keeping with *TRRG*'s mission and should be reported to the Board before transmission.
- d. The Board, on a yearly basis, may choose to continue the work of an established Study Committee or may designate the committee's focus topic to **monitor** rather than **study** during the upcoming year or may declare the committee's work completed.
- e. A focus topic which was previously given **monitor** or **support** status may be renewed for a coming year or be considered for **study** status or determined to no longer be a *TRRG* priority.

***TRRG* Study Committee Purpose Statement** is to be completed by the study group at their first meeting and submitted to the *TRRG* Board for approval. Purpose Statements for past and existing *TRRG* committees are found in Appendix D. The following is the form for the Purpose Statement.

TRRG Committee Purpose Statement for Input to TRRG Board

Date _____

TRRG's mission: "...to seek positive change in the City of Tucson Government. We advocate that integrity, transparency, accountability, collaboration and sensitivity to quality of life be reflected in all city processes." Bylaws, Article I, Section 2.

Topic Status (mark one) Study Committee Monitor Support

Focus topic goal:

Specific Objectives:

What process/procedure problems have City of Tucson (COT) residents encountered to merit this topic becoming the focus of a TRRG Study Committee?

What individuals/departments/etc. within COT government would you surmise have the authority to improve the situation?

What methods (drawn from "Tools TRRG Can Use" or other sources) might be used during this study?

Tools *TRRG* Can Use

The follow list of “Tools” was gleaned from the text of *This WE Believe* (Appendix A) where founders’ ideas of what were “*needed behaviors of COT residents*” were compiled and the *TRRG* brochure under the heading “*What to Expect from TRRG*” which includes a list of behaviors that enables *TRRG* to have an impact in the community.

Find solutions to problems by cooperating with

City elected officials

City staff

Other stakeholders

Become knowledgeable about City procedures and policies

Research what works in comparable communities

Gather data to justify policy changes

Be creative in proposing new solutions to old problems

Organize and build networks

Publicize both positive and negative findings

Educate through forums, media and text

Monitor COT adherence to *TRRG’s* 5 Essentials of Good Government

Speak at public hearings and Mayor/Council Calls to the Audience about relevant topics

Volunteer to serve on City Boards, Commissions and Committees

3. Communication

To be an effective force for positive change, positions taken by *TRRG* must be seen as consistent and non-ambiguous. General communication about *TRRG*, its mission, purpose, membership and activities, can be handled by any current Board member, but communications to outsiders about a *TRRG* position or strategy should be carried out by the Chair or her/his designee and should be in accord with positions taken by a majority of the Board or agreed upon by its officers (*Bylaws, Article V, Section 2a*). If the Board has not taken a position on an issue, then it can be stated that “*TRRG* has no position on that issue”.

Interaction with City employees and Elected Officials

- a. The Board Chair or a Committee Chair is the appropriate designee to convey *TRRG* positions or concerns about a particular topic to City staff, Mayor and Councilmembers.
- b. It is the responsibility of the *TRRG* designee to accurately convey the *TRRG* position as directed by the Board and/or the Committee membership.
- c. Interaction with City employees and elected officials should be reported to the Board at their next quarterly meeting or by electronic means in a timely manner.
- d. If *TRRG* is asked to participate on a City commission or ad hoc committee, the *TRRG* designee shall be a member of the Board approved by a majority of the Board, or a *TRRG* member approved by the Chair of the Board.
- e. Regular reports shall be made to the Board concerning actions by a commission or ad hoc committee of which *TRRG* is a participant. The *TRRG* designee is responsible for making the report to the Board.
- f. A Call to the Audience (CTA) is one avenue of communication with elected officials and City commissions. When presenting a CTA on behalf of *TRRG*, the speaker shall obtain approval by the Board Chair or appropriate *TRRG* committee Chair and prepare a written copy of their statement for future reference should it be requested.

Management of and Responsibility for Social Media and Communication with Members.

Social media plays an ever-increasing role in communication with each other. However, there are privacy concerns that should be kept in mind when reporting about *TRRG* via this avenue.

- a. The Chair shall prepare a written communication with the membership on a regular basis (monthly or bi-monthly) to inform them of recent *TRRG* activities, upcoming meetings and other relevant information. The communication may be via “Mail Chimp” with assistance from a *TRRG* coordinator of the mailing list.
- b. The Board shall designate a *TRRG* member to maintain and service the *TRRG* website at <https://tucsontrrg.org>

- c. The website manager shall be responsible for posting information, meeting notices, minutes and other materials as directed by the officers of the *TRRG* Board.
- d. The website manager shall communicate with the Treasurer to ensure that fees for the website are paid on time.
- e. The Board Chair shall designate a Board member to maintain a Facebook (FB) presence and to consult with such a person as to what is appropriate for posting to the site. General information about *TRRG* and its activities does not need prior approval. Postings about strategies and positions and calls to action do require prior approval, perhaps even discussion and approval by the Board.
- f. Photographs taken during *TRRG* events may be posted on the *TRRG* FB page. Efforts should be made to receive permission from individuals who are in the photo by general agreement at the time photos are taken or by personal approval from individuals in the photo.
- g. Photographs taken during non-*TRRG* public events (such as candidate forums or City Council meetings) do not require permission from individuals prior to posting on the *TRRG* FB page.

4. Finances and Accounting

***TRRG* is a not-for-profit organization** but has no official non-profit status.

- a. The elected *TRRG* Treasurer is responsible for maintaining financial records and paying bills for the organization.
- b. Duties of the Treasurer are detailed in the Bylaws (*Article V, Section 2d*) and include the following: pay all bills, maintain a positive bank (or credit union) balance, maintain records of memberships and supporting organizations, and detail dues payments and donations to the organization.
- c. The Treasurer shall report on *TRRG* finances and membership at the quarterly meetings of the Board, at the Annual *TRRG* member meeting and when requested by officers of the Board.

5. Membership and Outreach

***TRRG* can only effect positive change in City government if it has a strong membership.**

The Outreach Committee is a standing committee per the Bylaws (*Article VI, Section 1*). The role of the Outreach Committee is to recruit new members and to reach out to current members to retain their support and to encourage them to bring in new members:

- a. A Board member appointed by the Board Chair shall be responsible for Outreach, with the support of *TRRG* members, in the form of a committee.
- b. “Membership” refers to increasing the number of *TRRG* members, as well as encouraging existing members to renew the payment of their annual dues.
- c. “Outreach” refers to increasing the general public’s awareness of *TRRG* and its activities and impact (also with a view to increasing membership).
- d. Communications by the Outreach committee are subject to the same considerations as other communications outlined in section 3 of this manual.
- e. Activities in the Membership and Outreach area should be part of a strategic plan that is reviewed, and if necessary revised, by the Board on a yearly basis.

Membership and Outreach need to be a priority for *TRRG*. Activities that may be used to promote membership in *TRRG* include, but are not limited to,

- *Posts to the TRRG website and Facebook*
- *Individual emails/phone calls to existing members who are not up to date in dues payments*
- *Presentation of TRRG to neighborhood associations and other groups*
- *Setting annual membership goals and monitoring increases in membership*
- *Participation in non-TRRG events (“tabling”)*
- *Outreach via written publications (Ward newsletters, op-eds in newspapers)*

Friends of *TRRG* is a category reserved for organizations, non-City residents and others who support *TRRG*’s mission. Although “Friends” are not members of *TRRG*, support from outside individuals and groups is an important aspect of outreach into the community and a way to increase awareness of *TRRG*’s mission.

- a. Friends of *TRRG* should have a current contact person (and email or physical address) that is confirmed on an annual basis by the Outreach Committee.
- b. The Friends contact should be added to the Mail Chimp list so they can be informed of *TRRG* events and activities.
- c. Donations from Friends are welcome but not required.
- d. Activities should be initiated that encourage Friends of *TRRG* to continue their support.

All *TRRG* Board members should promote *TRRG* to their neighbors and friends who live within the City of Tucson.

PROCEDURES

1. Nominations to the Board

In accordance with the *TRRG* Bylaws, Article IV, section 4, nominations for annual Board elections will be conducted by a Nominating Committee appointed at the third quarterly meeting of the Board. Such nominations will be in compliance with the Bylaws. Any member may self-nominate or nominate another candidate to the slate up to 4 weeks prior to the Annual Meeting by contacting the nominating committee. Only members of *TRRG* are eligible to be nominated to serve on the Board of Directors.

2. Election of Officers

Board of Directors for *TRRG*, shall be voted on at the Annual Meeting pursuant to Article IV, section 4. Candidates will submit a brief biography prior to the meeting. A majority vote of the members present at the Annual Meeting will confirm the election of the officers.

If a vacancy exists on the Board mid-term, then the Board may invite one or more members to join the Board as outlined in Article IV, section 5 of the Bylaws. A majority vote of the Board members present will confirm the invitee.

Officers of the Board will be elected at the first quarterly meeting following within 30 days of the Annual Meeting. The officers are the Chair, Vice-Chair, Secretary, Treasurer and Parliamentarian (*Article V, Section 2*). A majority vote of the Board members present at this meeting shall confirm the officers.

3. Expenditure and Procurement

The *TRRG* Treasurer shall be the person responsible for writing checks, providing reimbursements for expenses and for procuring materials needed by the organization.

Decisions concerning financial matters shall be discussed and approved by the Board at their quarterly meetings or by electronic means in the event of the need for a rapid decision.

The Treasurer shall make deposits, pay bills and reimburse Board members for meeting expenditures without the need for prior approval by the Board. However, the Treasurer shall also inform the Board when significant changes to fees occur to allow the Board to decide whether to investigate other vendors.

APPENDIX LISTING

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APPENDIX A

THIS WE BELIEVE

- People have a right to be involved in decisions which affect them and their community.
- True community involvement is dependent on: timely notice, transparency, accuracy, access to information, opportunity for input and balanced consideration of the facts.
- Trust in City government, which is essential, is built on open, honest, respectful, equitable and inclusive processes and procedures.
- Residents have a right to a basic Quality of Life which includes an expectation that government will be responsible for community health and safety, will honor our history and will respect our sense of place.

WE are 48 residents of the City of Tucson. WE represent 25 neighborhoods; WE are active volunteers in at least 44 different arenas. WE are motivated most strongly by our perception that our City government lacks transparency in decision-making. WE also find troubling its land use/zoning policies and procedures, its lack of support for neighborhoods, and its lack of enforcement of the Neighborhood Preservation Ordinance. WE are troubled enough that WE met for three 3-hour exploratory workshops in Summer 2013 in search of an answer to a pressing question: **How can Tucson citizens gain a more meaningful voice in City of Tucson decision-making?**

The International Public Participation Association has produced a continuum of Community Participation Levels. The scale begins at *Inform*, and moves through *Consult*, *Engage*, *Collaborate* to *Empower*. During the June 22 Exploratory Workshop, when participants were asked where they felt the City of Tucson's current practices fall on this scale, the response was overwhelming: WE aren't even on the scale! WE aren't even *Informed*!! When asked where they felt WE should be *ideally* and could be *realistically*, the response was identical: ENGAGE/ COLLABORATE.

ENGAGE—Work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

COLLABORATE—Partner with the public on each aspect of the decisions including the development of alternatives and the identification of the preferred solution.

WE believe that engagement/collaboration is essential when City of Tucson action directly impacts our neighborhoods or our quality of life. Specifically, the City needs policies which mandate early community involvement in any land use changes, be they rezonings; new development; overlays; sale/lease of public space or streets/alleys; or new point of liquor sales. Any change in the land use or neighborhood preservation codes or any granting of exceptions to the code must have meaningful public input before being implemented. WE expect City government to include us in regular reviews

and monitoring of the effectiveness of its policies and procedures. WE want to feel confident that our neighborhood area plans, historic designations, and any past agreements will be respected by City staff and any firms contracted by the City. WE analyzed the “Governance and Participation Policies” proposed in PlanTucson to determine if they adequately address our concerns. Our conclusion: WE have no confidence that incorporation of this important topic into the general plan will remedy the problems. Since there is no codification of citizen participation, no performance audits of governmental effectiveness, no staff accountability required by Mayor and Council, and, unfortunately, no trust that Mayor and Council itself cares, WE see inclusion of this topic in PlanTucson to reflect wishful thinking, not a plan of action.

So what do WE see as the ***Needed Behaviors of COT Citizens, COT Elected Officials, and COT Staff*** if we are to find a comprehensive answer to our question: **How can Tucson citizens gain a more meaningful voice in City of Tucson governmental decision-making?** It will take a concerted effort by all parties. Below is the compilation of ideas WE have collaboratively written.

COT Citizens: participate; become knowledgeable about city procedures and policies (which may or may not be written); glean solutions to problems by researching what works in other communities; articulate clearly our needs, goals, expectations, and values; be respectful and build relationships with the City and other stakeholders; involve other COT citizens; be creative in proposing new solutions to old problems; organize and build networks; get everything in writing when making any agreements

COT Elected Officials: insure transparency, clarity, and parity among special interests and other stakeholders by requiring department policies and procedures to be in writing; M/C hold discussions in public following open meeting law (minimize and justify executive sessions, limit items on Consent Agenda), set policies which balance community interests, honor commitments made; engage citizens through diverse public processes, including those which allow for two-way communication; increased opportunity to speak at M/C meetings by more time allotted to Call-to-Audience and public hearings; balance appointments to Boards, Committees and Commissions to represent various points of view; give direction to the City Manager so the community needs are addressed at the departmental level; display desired professional traits by being accessible, honorable, informed, respectful

COT Staff: insure transparency, clarity, and parity among special interests and other stakeholders by having department policies and procedures in writing; involve impacted citizens in land use issues as early and meaningfully in the process as humanly possible; increase inclusion when soliciting citizen input by reviewing the existing announcement formats to insure that they are written in language which the general citizenry can understand and later providing the public with the final determinations; improve communication through use of diverse methods, including on-line, printed newsletters, bulletin boards, etc., employing multi-lingual speakers and personnel who are knowledgeable, accessible and respectful of the public; insure staff has a philosophical commitment and the necessary skills to engage in public processes; enforce the ordinances (UDC, NPO); use public processes which treat citizens’ interests as equally important to those of other vested interests; be proactive in identifying potential problems; do not usurp the M/C’s authority

If WE becomes not just us, but citizens, elected officials and City staff all working together,

WE can build a better community.

APPENDIX B

Bylaws of Tucson Residents for Responsive Government

ARTICLE I NAME AND PURPOSE

Section 1 Name: The name of the organization shall be Tucson Residents for Responsive Government (TRRG).

Section 2 Purpose: Tucson Residents for Responsive Government is a volunteer nonprofit organization whose mission is to seek positive change in the City of Tucson Government. We advocate that integrity, transparency, accountability, collaboration and sensitivity to quality of life be reflected in all city processes.

ARTICLE II MEMBERSHIP

Section 1 Eligibility for membership: Application for voting membership shall be open to any resident of the City of Tucson who supports the purpose statement in Article 1, Section 2.

Section 2 Verification of Tucson Residence: All members of TRRG affirm that their primary residence is within Tucson city limits. The Board of Directors may require that any member furnish evidence of residence. Failure to provide evidence acceptable to the Board will result in loss of TRRG membership. Evidence of residence will include at least one of the following: the member's name and City of Tucson address on a driver's license, voter registration card, preprinted IRS form, utility bill, rent receipt containing the landlord's contact information, or Pima County Assessor listing for primary residence; testimony of a TRRG member in good standing; or other substantiation acceptable to the Board. Ownership of business or rental property within Tucson city limits shall not be sufficient to establish residence.

Section 3 Membership: Membership is granted after receipt of a completed and accepted membership application (available on TRRG's website and by request) with accompanying payment of dues. No one will be denied membership due to inability to pay.

Section 4 Annual dues: Basic annual dues shall be \$10 each year unless changed by a majority vote of the members present at an annual meeting of the membership. TRRG's fiscal year runs from July 1 to June 30.

Section 5 Rights of members: Each member shall be eligible to cast a vote for the Board of Directors; to vote to change the Bylaws; to contribute ideas to the Board of Directors; and to take an active role on committees.

Section 6 Friends: Any existing organization, association, coalition, business, or non-resident who

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supports the purpose of TRRG can become a non-voting supporting Friend by completing an application.

ARTICLE III MEETINGS OF MEMBERS

Section 1 Annual Meetings: An annual meeting of the members (and non-voting guests) shall take place in the month of April or May, the specific date, time and location to be determined by the Board of Directors. At the annual meeting, the members shall receive reports on the year's activities of TRRG, transact any necessary business, and elect Board of Directors members. After the election of the new Board, it shall convene within 30 days to elect its officers for the coming year.

Section 2 Special Meetings and Events: Special meetings and events may be called by the Board Chair or a simple majority of the Board.

Section 3 Notice of Meetings: Notice of the annual meetings will be posted on the organization's web site and sent by e-mail to members one month prior to the meeting date. Notices of special meetings and events will be sent by e-mail, or by postcard (at member's request) not less than 2 weeks prior to the date of the meeting.

Section 4 Quorum: Members present at any properly announced meeting shall constitute a quorum.

Section 5 Rules of Procedure: The current edition of the Roberts Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Organization may adopt.

ARTICLE IV BOARD OF DIRECTORS

Section 1 Board of Directors' Role, Size and Compensation: The TRRG Board of Directors is responsible for overall policy and direction of Tucson Residents for Responsive Government. The Board may have up to eleven (11) but no fewer than five (5) Directors. The Board receives no compensation.

Section 2 Terms: All Directors shall serve for a three (3) year term and are eligible for re-election for additional three (3) year terms.

Section 3 Meetings and Notices: The Board shall meet at least quarterly at an agreed upon time and place posted on the website. An official Board meeting requires that each Board member be e-mailed or mailed a notice which includes a draft agenda at least two weeks in advance. This notice and draft shall be posted electronically on the TRRG site(s) at that time. Special meetings of the Board may be called at the request of the Chair; by the majority of the Board; or by a petition signed by no fewer than five percent of voting members and submitted to the Board. A majority of the Board constitutes a quorum; a majority of those present must approve any action

to be taken. When quick action is needed for Board response on an urgent matter, the Chair may convene electronic “meetings” via email notification, asking for a 24 hour response.

Section 4 Board Elections: Board members shall be elected or re-elected by the members present at the Annual Meeting. The Nominations Committee is responsible to nominate a slate of prospective Board members who represent the diversity of the City of Tucson community. The Committee will survey current Board Directors whose terms are expiring to see if they wish to continue to serve on the Board. The Committee will inform the membership that the nominating process has begun, and how they might be involved in the process. Any member may self-nominate or nominate another candidate to be put on the slate up to four (4) weeks prior to the Annual Meeting by contacting the Nominations Committee. The Committee chair will contact that nominee to see if s/he is interested in running and, if so, to obtain the required personal narrative. Each candidate must submit a brief biography, no more than 100 words, which details relevant past community involvements, strengths to contribute to the organization, and Ward of residence. This information will be posted on the web-site two (2) weeks prior to the annual meeting. If more people have requested consideration to be on the Board than are needed to fill the vacant positions, an election by ballot will be held at the TRRG Annual Meeting.

Section 5 Board Vacancies: The Board may invite one or more members to join the Board midterm when there is a vacancy created by an elected Director’s departure.

Section 6 Resignations, Terminations, and Absences: Resignation from the Board must be in writing and received by the Secretary. A Board Director may be terminated following two (2) unexcused absences from Board meetings in one calendar year. A Director may be removed for cause by a three-fourths vote of the remaining Directors. Members may also initiate the removal of a Board Director by submitting a petition to the Board signed by 25% of TRRG membership.

ARTICLE V OFFICERS

Section 1 Election: The Board of Directors shall elect their officers for the coming year within 30 days of its election at the Annual Meeting. Directors elected as Chair and Vice-Chair shall serve no more than 3 consecutive years in that respective office. Directors elected as Secretary, Treasurer and Parliamentarian have no term limits.

Section 2 Offices and Duties: There shall be five offices filled by the TRRG Board: Chair, Vice Chair, Secretary, Treasurer and Parliamentarian. Their duties are as follows:

- a. The Chair** shall convene and preside at the Annual Meeting and other special meetings for the membership; convene Board of Director meetings and preside, or arrange for other Directors to preside, at each Board meeting in the following order—Vice Chair, Secretary, Treasurer. The Chair shall set the agenda for meetings with the input from other Directors. Only the Chair or her/his designee shall be the media contact and public spokesperson on

behalf of TRRG. Comments must be in accord with positions taken by the majority of the Board or, if response time is limited, agreed upon by its officers. No other officer or Director may respond to a reporter or request from a reporter, mayor/council member, or city staff as representing TRRG. This policy in no way limits any TRRG member from expressing personal opinions to others, but s/he should be clear that he or she represents only himself or herself at the time, not the organization.

b. The Vice-Chair shall, in the absence of the Chair, preside over meetings and act in the capacity of the Chair. The Vice-Chair shall oversee the committee work designated by the Bylaws, the Board or the Membership. At the Annual Meeting, she/he will report or coordinate the reports of others on the work done during the prior year.

c. The Secretary shall be responsible for keeping records of Annual Meeting of the organization and regular and special Board Meetings, including those accomplished electronically. The Secretary shall be responsible for producing, or ensuring the production of a descriptive record of special events and meetings organized for the membership. The Secretary shall also be responsible distributing copies of previous minutes for each Board meeting and assuring that these and other organizational records are maintained within an archive. Minutes and event reports generated by the Secretary may also be posted for review by the public by electronic means. The Secretary will facilitate the scheduling and accommodation of additional meetings of the Board as required.

d. The Treasurer shall make a financial report at the Annual Meeting and at each Board meeting, and to make financial information available to the Board and all Directors when requested. The Treasurer is to maintain a positive bank balance and to pay all bills in a timely manner with no delinquency charges. It is the Treasurer's responsibility to maintain records of: individual memberships and supporting organizations; dues paid, how paid, and date paid; and amount, date and method of payment for any donations received.

e. The Parliamentarian advises on matters of procedure.

ARTICLE VI COMMITTEES

Committees may be formed at the direction of the Chair, with the consent of the Board of Directors; or by the majority of the Board of Directors; or by a petition to the Board of Directors signed by no fewer than 5% of the TRRG membership, with the approval of the Board of Directors to become active. The TRRG Chair and Vice Chair shall serve as ex-officio members of all committees. Upon formation, the first order of business for all committees shall be to write a mission statement to be submitted to the Board for approval.

Section 1 Standing Committees: have a continuing existence and function, normally being responsible for a particular subject matter, or problem area. Members shall be appointed by the Board Chair with the consent of the Board. Members of standing committees generally serve for the same period as the Directors; The committee chair is appointed by the Board Chair. Standing Committees shall include, but not be limited to, the Nominations Committee and the Outreach Committee.

Section 2 Special or Ad Hoc Committees: shall be created for a particular purpose or task, as need arises, and go out of existence when that task is completed.

ARTICLE VII. AMENDMENTS TO THE BYLAWS

Amendments to the Bylaws shall be by a vote of the membership. Any proposed amendments to the Bylaws can be initiated by a two-thirds majority of the Board or a petition signed by 25% of the members. The Secretary will send out the proposed text of the amendment(s) to members 60 days prior to the Annual Meeting or Special Meeting of the Membership at which the amendment(s) will be voted on. During the meeting, the vote will be preceded by a discussion of the proposed amendments. If approved by the majority of the members present, the amendments will be effective immediately.

CERTIFICATION:

These Bylaws were approved at a membership meeting on June 21, 2014

These Bylaws were amended at a membership meeting on April 25, 2015

These Revised Bylaws were approved at a membership meeting on

Signed by the Secretary _____ Date _____

[APPENDIX C: *TRRG* Brochure here]

APPENDIX D

LIST OF POTENTIAL TRRG ALLIES

NAME	CONTACT PERSON	EMAIL	PHONE	WEBSITE
Alvernon-Grant Initiative (AGI)	Ronni Kotwica	paloverdena@gmail.com		
Barrio Neighborhood Coalition (BNC)	Karen Greene	kgreene5050@yahoo.com		https://bnctucson.org/
Bus Riders Union (BRU)	Suzanne Schafer	chelcdavid@gmail.com	520-289-4088	on Facebook as Tucson Bus Riders Union
	Brian Flagg	-		
Campus Community Relations Committee (CCRC)	Alice Roe	alice@roemail.net	520-444-8317	https://ccrc.arizona.edu/
Central Segments Safety Coalition (CSSC)	Yvonne Lorch	yslorch@gmail.com		
Coalition for Sonoran Desert Protection (CSDP)	Carolyn Campbell	Carolyn@SonoranDesert.org	520-388-9925	https://www.sonorandesert.org/
Downtown Neighborhoods and Residents Coalition (DNaRC)	Les Pierce	les_p_hackenslash@yahoo.com		https://www.downtowntucson.org/live-work/neighborhoods/downtown-neighborhoods-and-residents-council-dnarc/
Friends of Tucson's Birthplace (FOTB)	Bill Dupont	cshamailbox@cox.net	520-404-7237	https://www.missiongarden.org/
Grant Road Coalition (GRC)	Joan Daniels	jdchama@msn.com	520-300-1980	http://www.grantroadcoalition.com
Historic Fourth Avenue Coalition (HFAC)	Shannon Riggs	historic4thave@gmail.com		https://www.historic4thavecoalition.org
	Joe Audino	joe@thejoe.net		
Living Streets Alliance (LSA)	Emily Yetman	emily@livingstreetsalliance.org		https://www.livingstreetsalliance.org/
Neighborhood Support Network (NSN)	Don Ijams	dsijams@gmail.com		https://www.neighborhoodsupport.net
	Joan Hall	joanchall@yahoo.com	520-990-8054	

NAME	CONTACT PERSON	EMAIL	PHONE	WEBSITE
South Tucson	Mick Jensen, Senior Planner	mjensen@southtucson.org	520-792-2424 ext 571	https://www.southtucsonaz.gov/
Southside NA Presidential Partnership (SNAPP)	Yolanda Herrera	acuinteriors@aol.com		http://www.neighborhoodlink.com/SNAPP
Tucson Historic Preservation Foundation (THPF)	Demion Clinco	demionc@yahoo.com	520-247-8969	https://preservetucson.org/
Watershed Management Group (WMG)	Nichole Casebeer	ncasebeer@watershedmg.org	520-396-3266 x 5	https://watershedmg.org

APPENDIX E

Existing and Past *TRRG* Committee Purpose Statements

- 1. Planning and Development Services (PDS) Committee**
- 2. Boards, Committees and Commissions (BCCs) Committee**
- 3. Code Enforcement (CE) Committee**
- 4. Membership/Outreach Committee**