

2.15.140 Task force committees.

A. *Definition of a Task Force Committee.* A task force committee is a type of ad hoc committee created by council, made up of interested parties with a specialized interest or background, for a limited period of time to address one general topic and produce specific outcome(s) that can be achieved and reported to council within council prescribed time limits. A council created task force committee will end on a date determined by council.

B. *Criteria for Creation of a Task Force Committee.*

1. Council may create a task force committee to study and review specific issues and to make recommendations to council in an open council meeting.
2. A task force committee is best suited when the following conditions are met:
 - a. There is one clearly definable topic to be addressed.
 - b. There is a measurable outcome that can be achieved.
 - c. Council will benefit from in-depth and extended citizen input.
 - d. Council will be requested to act in the future in regards to this issue.
 - e. The issue is of significant importance to a significant segment of residents.

C. *Number of Members.* The number of members shall be determined by the mayor.

D. *Eligibility of Members.* Eligibility of members shall be determined by the mayor.

E. *Terms of Members.* Members shall be appointed and serve for the duration of the task force committee.

F. *Selection of Members.*

1. Members shall be appointed by the mayor.
2. Interested parties shall declare their intent to serve by contacting staff.

G. *Removal of Members.* Members serve at the pleasure of the mayor.

H. *Vacancies.* Members will notify mayor, committee chair, or staff liaison of intent to vacate their position on any task force prior to completion of their activities. Vacancies may be filled at the discretion of the mayor.

I. *Member Responsibility.* Mayor shall serve as chairperson of all task force committees for the duration of the task force committee or until such time the mayor delegates this responsibility to an appointed member. Members shall act on behalf of the best interest of the city.

- J. *Staff Responsibility.* At least one city of Maricopa staff member shall be assigned as a staff liaison to each task force committee.
- K. *Meeting Schedule.* Members will meet as needed to complete their goal.
- L. *Agenda Process.*
1. The chairperson will maintain the agenda.
 2. Agenda topics will reflect the intent in which the task force was created.
 3. The chairperson or staff liaison will prepare the individual agenda language, maintain topical relevance of each individual agenda item and transmit the agenda to the city clerk and mayor in order to be posted in compliance with city procedures and open meeting law.
- M. *Reporting Process.* Meeting notes in the form of action items, shall be prepared by staff liaison or chairperson, reviewed by city manager, and forwarded to the office of the city clerk to be distributed to councilmembers. [Ord. 12-07; Code 2004 § 2-82(2).]

The Maricopa City Code is current through Ordinance 23-26, passed April 18, 2023.

Disclaimer: The city clerk's office has the official version of the Maricopa City Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

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