

2.15.130 Standing committee.

A. *Currently Established Boards, Committees and Commissions.*

1. *Council Established Standing Committees.*

- a. Parks, recreation and libraries advisory committee;
- b. Transit advisory committee;
- c. *Repealed by Ord. 21-05;*
- d. Age-friendly Maricopa advisory committee;
- e. Cultural affairs and arts committee.

2. *Council Established Standing Boards.*

- a. Industrial development authority board;
- b. *Repealed by Ord. 21-19;*
- c. Public safety personnel retirement system board;
- d. Board of adjustments.

3. *Council Established Standing Commission.*

- a. Planning and zoning commission.

B. *Definition of a Standing Committee.* A standing committee shall be formed by council, comprised of Maricopa residents. Committees shall take directions from city council and city staff liaison for the purpose of studying, researching and advising council on topics of special interest.

C. *Criteria for Creation of a Standing Committee.*

1. Council may create a standing committee to study and review multiple dynamic issues of a common topic in order to advise and make recommendations to council in an open council meeting.
2. A standing committee is best suited when the following conditions are met:
 - a. There are many related topics that interact with each other.
 - b. There are ongoing activities in the area creating dynamic shifts.
 - 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.

D. *Number of Members.* Unless otherwise required by law, all boards, committees and commissions shall consist of seven members, with each member position being nominated by a member of the council.

E. *Eligibility of Members.* Unless otherwise required by law, members must be a current city of Maricopa resident in good standing, property owner or business owner for a minimum of one year. Members must be at least 18 years of age and registered to vote in Pinal County. Members appointed to boards, committees or commissions shall not be a direct family member (parent, spouse, sibling or child) of a sitting member of council unless there are not sufficient applicants for the position.

F. *Terms of Members.*

1. A member's tenure shall be coterminous with the term of office of the nominating member of council.
2. Members shall continue to serve until their successor is approved by a vote of council.
3. A member shall continue their tenure if the nominating member of council leaves council, until the member is replaced by a vote of the council.

G. *Selection of Members.*

1. Each member of council shall select a candidate for appointment from the applicant bank.
2. Each member of council shall nominate a member at a meeting of council, within three months of the member of council being seated. The mayor may, if it is in the best interest of the city, make any nomination not made within three months. Any such appointment shall be approved by a majority vote of the council.
3. Interested parties shall declare their intent to serve by submitting an application, listing all qualifications, and providing a resume and/or cover letter to the city clerk for the application bank.
4. Applications will be kept active in the application bank for five years. Applicants are responsible for maintaining a current application on file.

H. *Resignations or Removal of Members.*

1. Members will notify the city staff liaison, committee chair, or nominating member of council of their intent to resign their appointed position prior to the end of their term.
2. Any member may be removed by a majority vote of council.
3. Any member who is absent for three consecutive meetings without contacting the chairperson or staff liaison, has not completed the citizen's academy, or is absent to any four meetings over a six-month period shall be considered as having resigned his/her position.

4. Resignations shall be confirmed by a majority vote of the remaining members of the board, committee or commission.

I. *Vacancies.*

1. In the event of death, resignation, removal of a member, a vacancy will be declared and will be reported to the chair, staff liaison, and city clerk's office.

2. The nominating member of council shall be informed of the vacancy and allowed to begin the selection process for a new member.

3. The nominating member(s) of council may request that any vacancy be announced at the next regular meeting of council.

J. *Member Responsibility.*

1. Members shall advise the council related to policy matters relevant to the scope of the given board, committee or commission.

2. Members shall act on behalf of the best interest of the city and shall maintain ongoing communication throughout their membership term.

3. Members shall select one of its members to serve as chairman for no more than two, one-year terms.

K. *Staff Responsibility.* A city of Maricopa staff member shall be designated as a staff liaison to each board, committee and commission.

L. *Meeting Schedule.*

1. Members will meet as determined by staff liaison.

2. Members will meet a minimum of once a year for training with the staff liaison.

M. *Agenda Process.*

1. Agenda topics should reflect the needs of council to gain greater knowledge and understanding on a topic or to receive public input on a topic in support of possible council action.

2. Agenda topics may originate as a request by an individual councilmember to the mayor, by council direction in an open meeting setting, or as a recommendation from the staff liaison.

3. Agenda topics will be communicated to the committee by the staff liaisons.

4. The staff liaison will prepare the agenda language, maintain topical relevance of each individual agenda item; transmit the finished agenda to the chair and then to the city clerk in order to be posted in compliance with city procedures and Arizona Open Meeting Law.

N. *Reporting Process.*

1. Meeting notes in the form of minutes shall be prepared by staff for approval by the board, committee or commission, and forwarded to the office of the city clerk. Actions will be posted on the city website.
2. A single board, committee or commission member who is designated by the chair may present a two-minute report to council on behalf of their respective board, committee or commission, on topics previously considered by the board, committee or commission and which are included on the council work session agenda and limited to one report per meeting. The two-minute report shall include a summary of the scope of discussion, major questions or outcomes discussed and formal action taken by the respective board, committee or commission. [Ord. 23-23 §§ 1 – 4; Ord. 21-19 § 1; Ord. 21-05 § 3; Ord. 19-13 §§ 1, 2; Ord. 19-02 §§ 1, 2; Ord. 17-11 § 1; Ord. 16-11 § 1; Ord. 16-08 § 1; Ord. 15-01 § 1; Ord. 14-15 § 1; Ord. 12-07; Code 2004 § 2-82(1).]

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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