

## BOARDS, COMMITTEES AND COMMISSIONS

### **Sec. 2-82. Boards, Committees and Commissions**

Unless otherwise directed by council, the following provisions will apply to all city of Maricopa standing committees, task force committees, council standing sub committees, council task force sub committees, or any other board committee or commission council may create. The provisions of this Section shall not supersede any board, committee, or commission that contains membership and appointment requirements within the enabling statutes or bylaws.

#### (1) Standing Committee

##### (a) Currently Established Boards, Committees and Commissions

- (i) Council Established Standing Committees
  - (A) Parks, Recreation and Libraries Advisory Committee
  - (B) Transportation Advisory Committee
  - (C) Heritage District Citizen Advisory Committee
- ii) Council Established Standing Boards
  - (A) Industrial Development Authority Board
  - (B) Merit Board
  - (C) Public Safety Personnel Retirement System Board
  - (D) Board of Adjustments
- iii) Council Established Standing Commission
  - (A) Planning and Zoning Commission

##### b) Definition of a Standing Committee

- (i) 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

- (i) 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.
- (ii) 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

- (i) All boards, committees and commissions shall consist of seven (7) members, with each member position being nominated by a member of Council.

e) Eligibility of Members

- (i) Members must be a current City of Maricopa resident in good standing, property owner or business owner for a minimum of one (1) year. Members must be at least 18 years of age and registered to vote in Pinal County. Members must complete the City of Maricopa Citizens Academy within two (2) years of appointment. Members shall not be a current member of any standing board committee or commission, City of Maricopa Council, or staff. 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

- (i) A member's tenure shall be coterminous with the term of office of the nominating member of Council.
- (ii) Members shall continue to serve until their successor is approved by a vote of Council.
- (iii) A member shall continue their tenure if the nominating member of Council leaves Council, until that seat is replaced by a vote of the people.

g) Selection of Members

- (i) Each member of Council shall select a candidate for appointment from the applicant bank.
- (ii) Each member of Council shall nominate a member at a meeting of Council, within three (3) 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 (3) months. Any such appointment shall be approved by a majority vote of the Council.
- (iii) 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.
- (iv) Applications will be kept active in the application bank for five (5) years. Applicants are responsible for maintaining a current application on file.

h) Resignations or Removal of Members

- (i) 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.
- (ii) Any member may be removed by a majority vote of Council.
- (iii) Any member who is absent for three (3) consecutive meetings without contacting the chairperson or staff liaison, has not completed the Citizen's Academy, or is absent to any four (4) meetings over a six (6) month period shall be considered as having resigned his/her position
- (iv) Resignations shall be confirmed by a majority vote of the remaining members of the board, committee or commission.

i) Vacancies

- (i) 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.
- (ii) The nominating member of Council shall be informed of the vacancy and allowed to begin the selection process for a new member.
- (iii) The nominating member(s) of Council may request that any vacancy be announced at the next regular meeting of Council.

j) Member Responsibility

- (i) Members shall advise the Council related to policy matters relevant to the scope of the given board, committee or commission.
- (ii) Members shall act on behalf of the best interest of the City and shall maintain ongoing communication throughout their membership term.
- (iii) Members shall select one (1) of its members to serve as chairman for no more than two (2), one year terms.

k) Staff Responsibility

- (i) A City of Maricopa staff member shall be designated as a staff liaison to each board, committee and commission.

l) Meeting Schedule

- (i) Members will meet as determined by Staff Liaison
- (ii) Members will meet a minimum of once a year for training with the staff liaison.

m) Agenda Process

- (i) 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.
- (ii) Agenda topics may originate as a request by an individual Council member to the Mayor, by Council direction in an open meeting setting, or as a recommendation from the staff liaison.

- (iii) Agenda topics will be communicated to the committee by the staff liaisons.
- (iv) 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 post in compliance with City procedures and Arizona Open Meeting Law.

n) Reporting Process

- (i) 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 Web Site.
- (ii) A single board, committee or commission member who is designated by the Chair may present a two (2) 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.

2) Task Force Committees

a) Definition of a Task Force Committee

- (i) 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

- (i) Council may create a Task Force Committee to study and review specific issues and to make recommendations to Council in an open Council meeting.
- (ii) 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 regards to this issue.
  - (e) The issue is of significant importance to a significant segment of residents.

c) Number of Members

- (i) The number of members shall be determined by the Mayor.

d) Eligibility of Members

- (i) Eligibility of Members shall be determined by the Mayor.
- e) Terms of Members
  - (i) Members shall be appointed and serve for the duration of the Task Force Committee
- f) Selection of Members
  - (i) Members shall be appointed by the Mayor
  - (ii) Interested parties shall declare their intent to serve by contacting staff.
- g) Removal of Members
  - (i) Members serve at the pleasure of the Mayor.
- h) Vacancies
  - (i) 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
  - (i) Mayor shall serve as Chairperson of all Task Force Committee 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
  - (i) At least one City of Maricopa staff member shall be assigned as a staff liaison to each Task Force Committee.
- k) Meeting Schedule
  - (i) Members will meet as needed to complete their goal.
- l) Agenda Process
  - (i) The Chairperson will maintain the agenda.
  - (ii) Agenda topics will reflect the intent in which the Task Force was created.
  - (iii) 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 post in compliance with City procedures and open meeting law.

m) Reporting Process

- (i) 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 Council members.

3) Council Standing Subcommittees

a) Established Standing Subcommittees

- (i) Personnel & Benefits Council Subcommittee
- (ii) Marketing & Communications Council Subcommittee
- (iii) Budget, Finance & Operations Council Subcommittee

b) Definition of a Council Standing Subcommittee

- (i) A Council Standing Subcommittee is formed by the Mayor, made up of Council members with a special interest, in order to advise the full Council on topics destined for Council consideration.

c) Criteria for Creation of a Council Standing Subcommittee

- (i) Council may create a Council Standing Subcommittee to study and review multiple dynamic issues of a common topic and to make recommendations to the full Council in an open Council meeting.
- (ii) A Council Standing Subcommittee 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 areas that create dynamic shifts.
  - (C) Council will benefit from in depth and extended Council member input.
  - (D) Council will be requested to act in the future in regards to this issue.

d) Number of Members

- (i) All Council Standing Subcommittee shall consist of the Mayor or his delegate and two (2) Council members. The Mayor or his /her delegate shall serve as Chairperson.

e) Member Appointment

- (i) Council members shall be appointed by the Mayor at a regular session of Council, within three (3) months of elected Council members being seated, based on Council member's interest and the best interest of the Council Standing Subcommittee.

f) Term of appointment

(i) Council members shall serve two (2) year terms.

g) Member Responsibility

(i) Members shall advise the Council related to matters destined to go before Council and are relevant to the scope of the given Council Subcommittees.

h) Staff Responsibility

(i) At least one City of Maricopa staff member shall be assigned as a staff liaison to each Council Subcommittee.

i) Agenda Process

- (i) Items shall be added to the subcommittee agenda based on a request;
- (A) By staff, and approval of the City Manager or Mayor.
  - (B) By a request and approval of the Mayor, or City Manager.
  - (C) By two or more Council members, and approval of the City Manager or Mayor.
  - (D) By Council direction in an open meeting setting.
  - (E) Agenda language will be submitted by staff liaison, approved by City Manager and posted by the Office of the City Clerk in compliance with City procedures and Arizona Open Meeting Law.

j) Reporting Process

(i) Meeting notes in the form of Discussion Points and Action Items shall be prepared by staff liaison, reviewed by meeting Chairperson and City Manager, and forwarded to the Office of the City Clerk to be distributed to Council members.

4) Council Task Force Subcommittees

a) Definition of a Council Task Force

(i) A Council Task Force is a type of ad hoc committee created by the Mayor, comprised of interested Council members for a limited period of time to address one general topic and produce specific outcome that can be achieved and reported to Council within Council prescribed time limit. A Mayor created Council task force will end on a date determined by the Mayor.

b) Criteria for Creation of a Council Task Force

- (i) Mayor may create a Council Task Force to study and review specific issues and to make recommendations to Council in an open Council meeting.
- (ii) A Council Task Force 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 Council member input.
- (D) Council will be requested to act in the future in regards to this issue.

c) Number of Members

- (i) All Council Task Forces shall consist of the Mayor or his delegate and two (2) Council members. The Mayor or his/her delegate shall serve as Chairperson.

d) Selection of Members

- (i) Council members shall be appointed by the Mayor.

e) Terms of Members

- (i) Council members shall serve for the duration of the Council Task Force.

f) Staff Responsibility

- (i) At least one City of Maricopa staff member shall be assigned as a staff liaison to each Council Task Force.

g) Meeting Schedule

- (i) Members will meet as needed to complete their goal.

h) Agenda Process

- (i) The Chairperson will maintain the agenda.
- (ii) Agenda topics will reflect the intent in which the Council Task Force was created.
- (iii) 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 post in compliance with City procedures and Arizona Open Meeting Law.

i) Reporting Process

- (i) Meeting notes in the form of action items, shall be prepared by staff liaison or the Chairperson, reviewed by the City Manager, and forwarded to the Office of the City Clerk to be distributed to Council.