

# INDIGENEOUS COMMISSION

## Membership Training

# Commission Member Role



# Types of Boards and Commissions

## ▶ Advisory

- ▶ Most commissions fall into this category. Advisory commissions have the primary responsibility of advising and making recommendations to the City Council.

## ▶ Ad hoc

- ▶ *Ad hoc* committees are typically advisory in nature and are created to study, review, and make recommendations regarding specific issues designated by City Council. *Ad hoc* committees are established only for a limited, clearly-defined period of time.

# Types of Boards and Commissions

## ▶ Decision Making

- ▶ Decision-making boards are a public body that possesses the power to select a course of action from multiple alternatives without having to seek the approval of a higher body, such as the City Council. Examples are: Planning and Zoning Commission, the Board of Adjustment, and the Building and Fire Code Board of Appeals.

## ▶ Quasi-Judicial

- ▶ A public body, other than a court of law, possessing the power to hold hearings on disputed matters between a private person and a public agency and to make decisions in the general manner of a court regarding such disputed claims. The following boards are considered quasi-judicial: Board of Adjustment and Building and Fire Code Board of Appeals.

# Types of Boards and Commissions

## ▶ Subcommittees

- ▶ A commission may appoint subcommittees and charge these bodies with their powers, duties, and responsibilities. Normally, a subcommittee is charged with a specific duty or role. An example of a subcommittee is the Bicycle Advisory Committee which was established by the Transportation Commission to make recommendations to the commission on items regarding their area of interest. Subcommittees can be used as a way to involve individuals who want to serve on a commission but can't due to lack of vacancies.

## ▶ Informal Working Groups

- ▶ Informal working groups may be created to research, gather information, and provide recommendations back to the commission on various matters. Working groups may consist of members of the public and/or less than a quorum of commission members. All information and recommendations from the work group must be provided and presented to the commission in an open meeting for public discussion.

# How do you process recommendations?



# Scenario

A member of the public comes to your meeting to speak at Public Participation. They've found a sandwich in the park that didn't have mayo. Can you respond to this public participation?

[Clip from Parks & Rec](#)

# Examples of How Items May be Placed on Agendas:

- ▶ In response to direction from the City Council or City Manager.
- ▶ As requested by any commission member at a public meeting.
- ▶ In response to a request from the chairperson.
- ▶ As deemed necessary by the staff liaison.
- ▶ As requested by other commissions.

The agenda should be specific enough to allow members of the public to have a general idea of what will be discussed and may be voted on (if the item is set for action). The public is entitled to know what could potentially take place.

# What do you do next?

- ▶ Ensure you have a quorum of members at your next meeting
- ▶ Allow for public comment
- ▶ Address any conflict of interest - Do you have a Remote or Substantial Interest?
  - ▶ You REALLY like mayonnaise and own less than three percent of the stock of Best Foods: Remote interests are considered so minor that they do not constitute legitimate conflicts of interest.
  - ▶ Do you own a mayonnaise distributor? When a substantial conflict of interest exists, you must remove yourself from the commission discussion and decision on the item.
- ▶ Discuss the item

# Working with Other Commissions

- ▶ During your discussion of mayonnaise, your commission decides that you should work with the Open Space Commission to ensure that mayonnaise dispensers are workable in Flagstaff's open spaces.
- ▶ Your staff liaison can reach out to the Open Space Commission's staff liaison to coordinate meetings or information sharing opportunities
- ▶ Once the Open Space Commission has reviewed, your staff liaison will coordinate the findings with you. You may send your chairperson to the Open Space Commission to speak on your behalf if you wish.

# Recommendations to Council

Commission recommendations must be presented to the City Manager through your staff liaison.

- ▶ Your commission decides that every park in City limits should get a mayonnaise dispenser for found sandwiches.
- ▶ Your commission should prepare a detailed report that includes information on how and why you decided to recommend mayonnaise dispensers.
- ▶ The City Manager will determine how that recommendation gets delivered to Council. If presented at a Council meeting, the staff liaison will prepare a staff summary report that includes information regarding the recommendation and present the recommendation to Council.

# Council Representative

- ▶ A Council Representative may be assigned to your commission. Their role is to gather information from their assigned commissions and to share that information with City Council. The Representative may also convey information from the Council to the commission or provide feedback on City Council decisions or direction. The Representative may attend meetings in person, stream meetings on the Web, review agendas and minutes, and/or reach out to meet with the chairperson and staff liaison. Information collected will be shared with the rest of Council during the Council Liaison Reports portion of the Council meetings.
- ▶ Representatives are also able to provide information about a recommendation during their report at a Council Meeting.

# Communication with Council

- ▶ As a member of a board or commission, you do not lose your rights as a private citizen.
- ▶ However, you may not use your official title or make any statement as a representative or member of your commission to influence an election, further a personal position, or for personal benefit.

# Statements Made to Other Public or Private Bodies

- ▶ Again, as a member of a board or commission, you do not lose your rights as a private citizen.
- ▶ However, it is important to differentiate between your official and personal capacities.
- ▶ You cannot provide input or make requests from another body in an official capacity unless you have specifically been given that responsibility by your commission.
- ▶ It is best to clarify that you do not speak on behalf of your commission (unless you have been authorized to do so), rather you are speaking in your personal capacity as a resident.
- ▶ This disclosure is even more important when your personal position conflicts with a position or decision of your commission.

# Media Requests

- ▶ Commissions and their members shall not take independent action to make a statement of, or as a representative of, the commission unless authorized to do so by a formal action.
- ▶ You may speak as an individual, but it is important to stress that you are speaking on your own behalf, not on behalf of the commission.
- ▶ Please contact your staff liaison before speaking with the media.

# Resources

- ▶ Board and Commission Web Pages
  - ▶ <https://www.flagstaff.az.gov/994/Boards-Commissions>
- ▶ Contact the City Clerk's Office
  - ▶ Deputy City Clerk, Stacy Fobar, 928-213-2077 or [stacy.fobar@flagstaff.az.gov](mailto:stacy.fobar@flagstaff.az.gov)
- ▶ Agendas and Minutes
  - ▶ For Council and some commissions:  
[http://cityweb.flagstaffaz.gov/agendaquick/agenda\\_publish.cfm](http://cityweb.flagstaffaz.gov/agendaquick/agenda_publish.cfm)
- ▶ Streaming Commission Meetings
  - ▶ <https://www.flagstaff.az.gov/1461/Streaming-City-Council-Meetings>
- ▶ AZ Open Meeting Law Statutes
  - ▶ <https://www.azag.gov/complaints/omlet/omlet-info>

# QUESTIONS / ANSWERS

