

# 2022 Citizen Committee Appointment Process

## **BOARDS, COMMISSIONS, AND COMMITTEES PROCESS**

### **1. TYPES OF BOARDS, COMMISSIONS AND COMMITTEES (BCC)**

- A. All BCC of the City shall be classified as an Advisory, Ad Hoc, Quasi-judicial, or Decision-making.
  - 1. Advisory - Most boards and commissions fall into this category. Advisory boards have the primary responsibility of advising and making recommendations to the City Council. Examples are:
    - i. Planning Commission
    - ii. Arts and Culture Commission
    - iii. Council Compensation Committee
    - iv. Youth Commission
  - 2. Ad Hoc - Ad hoc committees are typically advisory in nature and are created to study, review and make recommendations regarding specific issues designated by the Mayor and Council. The major difference between ad hoc committees and other advisory bodies is that ad hoc committees are established only for a limited, clearly defined time and at the end of the designated time, shall automatically end unless the term is extended by the Mayor and Council. Examples:
    - i. Citizen Rate Review Committee
  - 3. Quasi-judicial - A quasi-judicial board is a public body, other than a court of law, that possesses 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. Example:
    - i. Board of Adjustment (hearing and deciding on variances from the terms of the Zoning Ordinance, and appeals from decisions of the Zoning Administrator.)
    - ii. Fire/Building/Code Appeals Board
  - 4. Decision-making - A decision-making board possesses the power to select a course of action from multiple alternatives without having to seek the approval of a higher body, like the City Council. In other words, like a quasi-judicial body, a decision-making board makes a choice rather than a recommendation. Example:
    - i. Public Safety Personnel Retirement Police and Fire Boards. These boards meet to administer the retirement plan for Police and Fire employees.
- B. Other separate legal entities also address the needs of the City, including:
  - i. Industrial Development Authority (IDA)
  - ii. Public Improvement Corporation (PIC)
- C. Any BCC created shall cease to exist (i) upon the accomplishment of the special purpose for which it was created or (ii) when abolished by a majority vote of the City Council.

**2. RECOMMENDATIONS FOR APPOINTMENTS TO BCC**

- A. The Mayor will make appointments to the Council Subcommittee for Boards, Commissions and Committee annually. This subcommittee shall be made up of three Councilmembers. The Mayor may appoint himself/herself to this subcommittee. If no such subcommittee is appointed, the entire City Council may conduct interviews and appoint citizens to the various BCC.
- B. The purpose of this Council Subcommittee for Boards, Commissions and Committee Appointments is to review applications, possibly conduct interviews and make a recommendation to the City Council.

**3. SELECTION OF BCC MEMBERS**

- A. Applications for BCC will be accepted throughout the year. A call for applications to fill vacant seats to boards, commissions and committees may be published via the City of Goodyear website, newspaper advertising and any other means available to the City.
- B. Individuals applying for BCC must complete and submit the City application form to the City Clerk. Applications submitted electronically on the City website will automatically go to the City Clerk.
- C. The City Clerk will prepare materials and send them to the staff liaison for review. The staff liaison will review applications and will provide any input on the applications.
- D. The City Clerk will provide all applications and a matrix to the Council Subcommittee for review. The Subcommittee will individually rank the applications in the order they would like them to be interviewed. The City Clerk will combine the rankings provided by the subcommittee and schedule interviews for a number twice the number of positions to be filled to be conducted in an open meeting. The Subcommittee may decide to make a direct appointment rather than interviewing applicants.
- E. After review and consideration at the open meeting, the Council Subcommittee for Boards, Commissions and Committee shall deliberate and make recommendations for appointment by the City Council.
- F. The Council Subcommittee for Boards, Commissions and Committees will review applications for reappointment to BCC; however, an interview is not required.
- G. The Council Subcommittee for Boards, Commissions and Committees may add an ex-officio member to any committee for one term. The ex-officio position shall be reconsidered at the end of each term.

- H. The City Clerk shall notify recommended applicants for the open seat(s) of the recommendation of the Council Subcommittee for Boards, Commissions, and Committee Appointments.
  - 1. If there is room on the agenda, the City Clerk may request that recommended candidates be present when the recommendation is presented to City Council as a scheduled agenda item. Following appointment, the City Clerk will have the appointees take the loyalty oath at the meeting. Anyone not present, may take the oath at the next meeting of the BCC to which they are appointed. Oaths must be administered prior to any action by the appointee on the respective BCC.
- I. The City Clerk will notify the appointees as to their appointment and provide a new member packet.
  - 1. To include:
    - i. City of Goodyear Ethics Policy
    - ii. Chapter 7 of the AG's Arizona Open Meeting Laws
- J. The City Clerk will notify the Staff Liaison of the board, commission, or committee of the appointment.

**4. QUALIFICATIONS FOR APPOINTMENTS; EMPLOYEES OR APPOINTED OFFICERS AS MEMBERS**

- A. All members of BCC shall meet the following minimum qualifications upon their appointment to any board, commission or committee. Each member shall be:
  - 1. Eighteen years of age or older, except for members appointed to the Youth Commission and any BCC seats designated by City Council for youth representation.
  - 2. A Goodyear resident for at least one year, unless the City Council specifically designates a waiver of residency or a length of time as a resident requirement for a specific BCC.
  - 3. A registered voter, unless (a) the member is a youth commissioner or (b) the registered voter requirement is waived as part of the City Council's appointment of the member.
- B. City employees and their immediate family members or appointed officers shall not be eligible for appointment to any BCC but may be requested to provide staff support or act as an ex officio member thereto. Councilmembers may not serve on BCC unless the by-laws of such BCC state otherwise.
  - 1. Family members of employees and Council may serve on the Youth Commission.

**5. TERMS, VACANCIES, REMOVAL**

- A. All members of BCC shall serve a term specifically designated by City Council action, Charter language or Arizona Revised Statutes.

- B. For BCC with regularly scheduled meetings, the members' terms shall be staggered so that when possible, no more than the number of members constituting a quorum of the BCC shall expire in any single year provided, however, that no staggering of terms shall be required for any board, commission or committee that will be in existence for a single term.
- C. Members may serve two consecutive terms, except that a member shall remain seated until a successor is appointed and qualified. Members may serve additional terms if it is designated by Council action, Charter language or Arizona Revised Statutes.
- D. No individual may serve as a voting member on more than two BCC at one time.
  - 1. Exceptions:
    - i. Public Improvement Corporation
    - ii. Industrial Development Authority
    - iii. Fire/Police Public Safety Personnel Retirement Boards
- E. A vacancy on a BCC shall be deemed to have occurred upon the following:
  - 1. Death or resignation of a member of a board, commission or committee
  - 2. A member ceasing to be a Goodyear resident unless the City Council has provided that such member may be a non-resident.
  - 3. Three consecutive unexcused absences by a member from BCC meetings.
  - 4. Removal of the member by the City Council with a recommendation from staff as a result of not attending any meetings and/or not communicating with staff, or no longer meeting the residency requirement. Staff will have made repeated and consistent efforts to contact the member prior to recommendation for removal.
- F. Any BCC member, including alternates, may be removed from their office with or without cause prior to the expiration of their term upon a majority vote of the City Council.
- G. Whenever a vacancy has occurred on a BCC due to reasons set forth in 5.E., and no alternate has been appointed as set forth in Section 6 below, the Council Subcommittee for Boards, Commissions and Committee Appointments shall meet to recommend a candidate to complete the remainder of the term. Procedures described in Section 3 above will be used to generate applicants, interview applicants, and make a recommendation. In cases of a vacancy due to the expiration of a member's term, the member shall remain seated until a successor is appointed and qualified.
- H. An individual is limited to two consecutive appointments/reappointments to any one board, commission, or committee provided, however, that the time during which the individual is an alternate shall not count against this term limitation.

1. Exceptions:

- i. Board of Adjustment (Three terms.)
- ii. Fire/Police Public Safety Personnel Retirement Board (Three terms, applies to civilian members only.)
- iii. Fire/Building/Code Enforcement Appeals Board (Three terms.)
- iv. Industrial Development Authority (Three terms.)
- v. Planning and Zoning Commission (Three terms.)
- vi. Public Improvement Corporation (Three terms.)
- vii. Self-Insured Healthcare Trust Board (Three terms.)

- I. An incumbent member of a BCC seeking reappointment shall submit a new application under the provisions set forth in section 3 above and shall be considered for appointment by the City Council Subcommittee and the City Council.

**6. ALTERNATES**

The City Council may appoint alternates to serve on BCC to be moved into a regular position in the event of a vacancy. Such alternates may attend and participate in meetings of the BCC but shall not vote in such meetings until such time as a vacancy has occurred and the alternate has filled such vacancy. If the City Council appoints more than one alternate for a particular BCC, the City Council shall designate the alternates as first alternate, second alternate and so on, such that immediately upon a vacancy occurring in a BCC. Alternates will be moved into the regular position without any additional action by Council.

**7. APPLICABILITY OF THE ARIZONA OPEN MEETING LAW**

All boards, commissions, and committees are subject to the Arizona Open Meeting Law.

**8. FIRE/BUILDING/CODE ENFORCEMENT APPEALS BOARD**

The Fire/Building/Code Enforcement Appeals Board will follow the rules for membership and qualifications as listed in the most current International Building Code as adopted by City Council.