

TOWN OF QUEEN CREEK ARIZONA

Amendments to the Standard Form Bylaws for Committees,
the Council Policies and Procedures and the Development of
a Commissions and Committees Handbook



Policy Amendments

Minor Amendments (Housekeeping Items)

- Section II – Membership, Roster, Council Liaison, Residency Requirement and Terms of Office; Items (a), (b), (e)

Major Amendments for Discussion and Possible Action

- Section II – Membership, Roster, Council Liaison, Residency Requirement and Terms of Office; Item (f)
- Section V- Powers and Duties – Two Options for Consideration



Minor Amendments

Section II – Membership, Roster, Council Liaison, Residency Requirement and Terms of Office

Item (a)

Current Language

Member terms are staggered such that the entire committee would not need to be appointed or reappointed at the same time. At the time members are first appointed to any committee, six members of an eleven-member committee shall be appointed for one-year terms. Successive appointments shall be for two-year terms. (in the event that a committee, at the time it is first appointed, has fewer than eleven members, members shall be divided evenly between one-year and two-year terms to the greatest extent possible).

Proposed Language

Member terms are staggered ~~such~~ **SO** that the entire committee ~~would~~ **WILL** not need to be appointed or reappointed at the same time. At the time ~~members are first appointed to any committee~~ **A COMMITTEE IS FIRST ESTABLISHED** six members of an eleven-member committee shall be appointed for one-year terms **AND THE REMAINDER OF THE COMMITTEE SHALL BE APPOINTED TO TWO-YEAR TERMS**. Successive appointments shall be for two-year terms. (in the event that a committee, at the time it is first appointed, has fewer than eleven members, members shall be divided evenly between one-year and two-year terms to the greatest extent possible). **NEWLY APPOINTED MEMBERS TO VACANT SEATS ON A COMMITTEE SHALL SERVE THE REMAINING TERM OF THE VACANT SEAT.**



Minor Amendments

Section II – Membership, Roster, Council Liaison, Residency Requirement and Terms of Office Item (b)

Current Language

The Town Council may appoint up to two members from the Town Council to serve as non-voting liaison members of the eleven member committee. The committee shall select a chair and vice chair from the existing voting members on the committee.

Proposed Language

The Town Council may appoint up to two members from the Town Council to serve as non-voting liaison members of ~~A the eleven member~~ committee. The committee shall select a chair and vice chair from the existing voting members on the committee.



Minor Amendments

Section II – Membership, Roster, Council Liaison, Residency Requirement and
Terms of Office

Item (e)

Current Language

Of the eleven (11) members on each committee, at least nine (9) shall be residents of the Town of the Town of Queen Creek. A maximum of two (2) non-residents may be appointed to committees of less than eleven (11) members.

Proposed Language

~~Of the eleven (11) members on each committee, at least nine (9) shall be residents of the Town of the Town of Queen Creek. A maximum of two (2) non-residents may be appointed to A committees of less than eleven (11) members.~~ **AN ODD NUMBER OF VOTING MEMBERS MUST BE MAINTAINED ON COMMITTEES.**



Major Amendments

Section II – Membership, Roster, Council Liaison, Residency Requirement and
Terms of Office

Item (f)

Current Language

Although multiple committee membership is discouraged, the Town Council may appoint the same member to one or more committees as they deem appropriate to serve the needs of the town.

Proposed Language

~~Although multiple committee membership is discouraged, the Town Council may appoint the same member to one or more committees as they deem appropriate to serve the needs of the town.~~ **COMMITTEE MEMBERS MAY SERVE ON NO MORE THAN ONE COMMITTEE AT A TIME.**





MAJOR AMENDMENTS

Section V- Powers and Duties

Item g: Representation of recommendations of the committee/
Expression of personal opinions

Option 1: Committee members communicating personal opinion
after a vote is taken by the Committee;

In order to ensure there is clarity of the majority position of a Town committee, commission or board as a whole, upon appointment to a Town committee, commission or board, the members shall only represent the official policies or position of the board, commission or committee to the best of their ability when designated as delegates for this purpose. In order to avoid confusion of the majority position of the committee, board or commission, individual members shall avoid making statements unless authorized by the committee, commission or board at a public meeting to represent the majority interests of the committee, commission or board.

MAJOR AMENDMENTS

Section V- Powers and Duties (cont'd)

Option 2: Communicating personal opinion in conjunction with majority position of a committee, commission or board.

When speaking or writing regarding a matter within the jurisdiction of a committee, members of the committee shall represent the official policies or positions of the board, commission or committee on which they serve to the to the best of their ability. When presenting their individual opinions and positions, members shall explicitly state that the opinions they are expressing are their own, do not represent the view or opinion of the Town of Queen Creek or a committee, board or commission of the Town, and will not infer or suggest that the opinion they are expressing is the opinion of the Town.



Program Improvements

- Code of Ethics
- Committee Member Handbook
- Training
 - Committee Members
 - Chairs/Vice Chairs
 - Committee Liaison Staff Members



Thank You

QUESTIONS

