

# Standard Form Bylaws for Designated Town Committees and Task Forces

REVISED DECEMBER 21, 2022

## Section I: Purpose and Applicability

The purpose of establishing bylaws for citizen advisory committees is to maximize public involvement in the public policy-making process at all levels possible. The Queen Creek Town Council desires to include as many people as possible on Town Committees and has adopted annual goals establishing citizen involvement and general public outreach as a priority for Queen Creek.

### a) Definitions

**Committee:** A committee is a standing work group appointed or selected to perform a specific service or function on behalf of a larger group (Town Council).

**Task Force:** A Task Force is a temporary work group assigned for a certain purpose for a specific amount of time to accomplish a defined objective with the expectation that the group will disband when the objective has been completed.

These bylaws for governance of Town Committees are applicable to all Town Committees and all future committees and Task Forces so designated by the Town Council. For the Planning and Zoning Commission, Economic Development Commission, Town Center Committee and Board of Adjustments, which have their own bylaws, these bylaws will govern in all areas where their bylaws are silent, or where there is a conflict between these bylaws and their bylaws. Where their bylaws are silent, or where there is a conflict, these bylaws will apply. (For example, their bylaws do not limit the number of committees on which a person may serve. In that case, Section II (h) of these bylaws will apply.) These bylaws do not preclude the applicability of any provision by state statute.

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

- a) Member terms are staggered so that the entire committee will not need to be appointed or reappointed at the same time. At the time 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). When a seat becomes vacant in the middle of a term, the Council shall appoint a member to serve the remaining term.
- b) Committee members may serve for three consecutive terms. At the end of three consecutive terms, committee members must step down from the committee. Committee members who have reached their term limit must wait for a period of one

year, and then may re-apply to the same committee for membership if there is a vacancy. Term limits shall start with the first new term following the adoption date of the revised bylaws.

- c) The Town Council may appoint up to two members from the Town Council to serve as non-voting liaison members of a committee.
- d) The committee shall select a chair and vice chair from the voting members of the committee. The committee's selection for chair and vice chair shall be ratified by the Town Council.
- e) All Committee members serve at the pleasure of the Town Council and may be removed without cause at any time by a majority vote of the Council. Any committee created or appointed by the Town Council may, by appropriate rules and regulations, provide additional grounds for the removal of members, but in any event, the Town Council shall have the complete authority to remove members from the committee.
- f) Every Town Committee shall have a minimum of seven (7) members and up to a maximum of eleven (11) members. Town Committees must maintain a minimum of seven (7) voting members and the quantity of members shall equal an odd number. Council Members serving as non-voting liaison members and any other non-voting members shall not be counted towards the minimum or maximum committee membership.
- g) Committee vacancies should be filled as quickly as possible. Committees shall maintain enough active members to achieve a quorum. If a committee cannot fill a vacancy and achieve a quorum of members at meetings, the Mayor may decide to recommend re-appointment (for another 2-year term) of a member who has reached their term limit.
- h) Committee members may not serve as voting members on more than one internal or external committee at a time. For example: A citizen may not serve as a Town Council appointed member of a Town created internal committee and a Town Council appointed member/representative on a non-Town created external committee at the same time. The term External Committees "refers" to such groups as the East Valley Partnership Coalition and the Greater Phoenix Economic Council. Committee members serving on multiple committees at the time this amendment to the Bylaws is adopted may continue to serve on those committees until their earliest term expiration date. At that time, the member must choose one internal or external committee on which to serve and resign as a voting member from all other committees.
- i) Members of internal or external committees may from time to time be appointed by the Town Council to serve on a Task Force based on their knowledge of the Task Force's specific objective.
- j) Employment with the Town disqualifies a citizen from sitting on a committee.

### **Section III. Staff Assistance.**

The Town Manager shall have the responsibility to appoint the necessary staff to serve in a support role to the advisory committee. The staff role is advisory and shall not have voting privileges.

Staff assigned to a committee shall be referred to as support staff. The staff person taking the lead role in supporting the committee shall be the committee manager.

### **Section IV. Meeting Quorum, Voting Procedures and Privileges**

- a) The committee shall not conduct any business without the presence of a quorum consisting of a simple majority of the total number of voting members appointed by the Town Council. For example, if there is an eleven member committee, at least six must be present in order to conduct a meeting.
- b) Only Town resident members shall have voting privileges for each action item on each agenda; may make a motion on any posted agenda item; and may second the motion for discussion and full committee voting.

### **Section V: Powers and Duties.**

Town Committees shall have the following powers and duties:

- a) At the start of each new fiscal year, receive Town Council approval of its 12-month work program. A copy of the 5-year capital improvement plan (CIP) budget associated with items in the work program shall be attached to the work program.
- b) Committees, boards and commissions involved with any capital project, shall receive direction concerning developing scopes of work for projects from the Council prior to engaging in any planning, prioritization and community outreach efforts.
- c) Keep and submit meeting summaries or minutes to the Council for information following an official meeting of the committee. Include meeting summaries in the weekly packet.
- d) Advise the Council on matters pertaining to the designated committees and work program approved by the Town Council.
- e) Advise the Council on the status of its annual work program and achievement of various initiatives set forth by the Council for implementation.
- f) Advise the Council on matters of public policy affecting the community at-large as it relates to the function and mission of the designated committee and its work program.
- g) Advise the Town Manager on issues pertaining to operations and administration of the

Town organization.

- h) Representation of recommendations of the committee/expression of personal opinions; 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 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 views or opinions 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.

#### **Section VI. Committees – General Qualifications of Members.**

Attendance Required. Any member of a committee created and appointed by the Town Council may be replaced by the Council if s/he:

- a) Is absent for twenty-five (25) percent or more of the regular meetings within any consecutive 12-month period. The Town Council shall consider removal of the individual from the committee at the next available Council meeting. Replacement of an individual who has been removed from a committee shall be considered as soon as reasonably possible.

#### **Section VII. MEMBER APPOINTMENT PROCESS**

Any citizen interested in joining a Town Committee must complete a Notice of Interest Form and submit it to the Town Clerk's office.

- a) Citizens completing the Interest Form must rank order (prioritize) their preference for a specific committee (only active committees shall be listed, with an option to check 'other' as well).
- b) Upon receipt of a Notice of Interest Form, the Town Clerk's office shall generate a letter notice of acknowledgement.
- c) The Town Clerk's office shall keep, maintain, and update all master lists. Master lists include: 1. Committee members; and 2. Interested residents. Notice of Interest Forms shall be kept on file at the clerk's office for a period of twelve (12) months. At the end of twelve (12) months Notice of Interest Forms will expire. Once a Notice of Interest Form has expired, it will be removed from the master list and shredded. In order to be eligible for consideration for committee appointments, applicants must fill out an updated Notice of Interest Form and submit it to the Town Clerk's office every twelve (12) months.

When there is a vacancy on a Town Committee, the following appointment process will be followed to fill that vacancy:

- d) The committee manager shall notify their department director of any committee vacancies immediately. The department director shall in turn notify the Town Manager and Town Clerk of the vacancies, and request Notice of Interest Forms from the Town Clerk.
- e) Upon notice of the vacancy, the Town Clerk shall forward Notice of Interest Forms to the committee manager. If no Notice of Interest Forms are on file, advertisements for committee vacancies shall be posted on sites that include, but are not limited to, the Town web site, *About Town Newsletter*, and the town's social media sites. News releases shall also be issued. Depending on the time needed to fill a committee vacancy, alternatives to the master lists may be considered by the department director. Advertising will be done until the vacancy is filled. Please note: other forms of advertisement may be used to adequately reach the intended audience.
- f) The committee manager shall review Notice of Interest Forms to determine whether the residency requirement has been met for that committee. The committee manager shall forward eligible Notice of Interest Forms to the Mayor or designee, and committee chair, for review.
- g) The Mayor or designee shall make contact with applicants to discuss the committee meeting schedule and commitments in order to determine the interest and availability of the applicants.
- h) Interviews shall be conducted by the Mayor or if delegated by the Mayor, the committee chair (please note: the department director shall be used as the backup, if necessary). The purpose of the interview will be to determine the applicant's background, the individual's availability to serve, and their knowledge and areas of interest in relation to the committee's work program.
- i) The department director and committee chair shall decide which applicant(s) to recommend to the Mayor for membership. The department director shall meet with the Mayor to discuss the recommendation. If the Mayor approves, the committee chair shall contact the applicant(s) to confirm their acceptance of the recommendation. Upon confirmation, the committee chair shall notify the committee manager of the recommendation.
- j) The committee manager shall submit the recommendation as an item for an upcoming Council agenda through their department director. The agenda language should be formatted as follows: "consideration and possible approval of the appointment of \_\_\_\_\_ to the \_\_\_\_\_ committee."
- k) The committee manager shall develop and submit a staff report through their department director requesting the official committee appointment. Included with the staff report will be a copy of all the Notice of Interest Forms received.
- l) If the Mayor and Council approve the recommended appointment, the department director shall prepare a congratulatory letter of appointment with the Mayor's signature to the new committee member within one week of the official appointment. The

department director shall also send notices to those applicants who were interviewed but not appointed.

- m) If the recommended applicant is not appointed by Mayor and Council, the Mayor, or if delegated by the Mayor the committee chair, must make a new recommendation based on the remaining Notice of Interest Forms. If there are no remaining Notice of Interest Forms, the committee vacancy shall be advertised as specified in (e) above.
- n) Upon the appointment of a new committee member, the committee manager shall conduct an orientation. The orientation may vary depending on the committee's work plan, but must include at a minimum the following:
  - a. An overview of the role and authority of committees in the Council-Manager form of government.
  - b. An introduction to the purpose and mission of the committee, including a summary of the committee's bylaws, work plan and actions over the last six (6) months.
  - c. Hard copies of the Committee Bylaws, Work Plan, and any additional support materials including budgets and approved plans and maps.
  - d. A written schedule of meetings and other commitments.
  - e. Contact information for the committee manager and support staff.
- o) When the orientation has been completed, the committee manager shall notify their department director and provide the date of the first meeting the new member will be attending.

### **Section VIII. INACTIVE COMMITTEES**

Town Committees which have not met for more than twelve (12) consecutive months are automatically disbanded. In order to re-establish a committee that has been disbanded, members must be appointed to the committee through the appointment process detailed in Section VII.