

BOARDS, COMMITTEES & COMMISSIONS (BCC's)

FREQUENTLY ASKED QUESTIONS

(July 2010)

What are boards, committees and commissions?

City of Tucson Boards Committees and Commissions (BCC) are public bodies that have been created by the Mayor and Council for specific purposes. BCC's provide advice to the governing body by working with City staff to facilitate studies, gather public input and assemble appropriate information for presentation to the Mayor and Council to assist in their decision making processes.

Will I be compensated for serving on a board, committee or commission?

Members of all BCC's are volunteers and serve without compensation.

What is my term of office?

BCC members appointed by the Mayor or a Council Member serve terms that are coterminous with the authority who appointed them. Unless specifically outlined in the creating ordinance or resolution, terms of office for all other BCC members are four (4) years, with a limit of eight (8) consecutive years of service.

When my 4-year term of office is up, am I automatically replaced by a new member?

No, members are asked to continue serving until official action is taken to reappoint or to name a replacement. However, if a member has reached the limit of eight (8) consecutive years of service they must step down for at least one year before becoming eligible again.

If a member of the board, committee or commission's first term of office (first 4 years) is up, and the commissioner is asked to remain on the board until a replacement or reappointment is made, does the member still count towards the quorum and still able to vote on items?

Yes, members who are able to serve on expired terms continue to count towards a quorum and maintain their voting rights.

What is an Ex-Officio or Non-Voting Advisory member?

Ex-officio members are usually City staff assigned to carry out administrative functions of the BCC and may act as a liaison to City management. Non-voting advisory members are appointed by the Chair and are generally knowledgeable of the BCC functions and able to provide expertise in particular subject matter. Ex-officio and advisory members may participate in discussions as much as permissible by the Chair, but they may not count towards a quorum nor cast any votes.

How many Ex-Officio or Advisory members may serve on my board, committee or commission?

The number of ex-officio members can vary from one BCC to another, and no more than four (4) non-voting advisory members may be appointed to a body at any given time. However, some BCCs have stricter regulations provided for in their bylaws or rules and regulations.

Do the Ex-Officio's and Advisory members have term limits?

Ex-officio members do not have specified terms of office. Non-voting advisory members may serve terms not to exceed 2-years.

How do I become a Chairperson and what is my responsibility?

Chairpersons are nominated and elected by the membership of the particular BCC. The Chair generally approves the agendas, presides over and keeps the order of the meetings, and acts as the spokesperson for the particular BCC.

Can a board, committee or commission elect co-Chairpersons?

Most BCC's call for a Chairperson and Vice Chairperson; however, some public bodies do utilize Co-Chairpersons.

What happens if the Chairperson is absent from a meeting?

Upon absence of the Chairperson, those duties are assumed by the Vice Chairperson or Co-Chairperson. If none of those officers are present, the public body may nominate another member to serve as Chairperson for that meeting.

What are By-Laws and does my board, committee or commission need them?

Bylaws or Rules and Regulations are created by the public body to assist in administration of its functions. They may identify specific roles and functions delegated to officers of the BCC and/or procedures utilized to ensure directives are being administered. Not all BCC's adopt bylaws or rules and regulations.

What method of calling for the votes at our board, committee or commission meeting should the Chairperson use?

The Chairperson may call for votes to be taken by voice vote or by roll call. If there are any questions as to the outcome of a voice vote, the BCC shall take a roll call vote for clarification.

What is an appropriate amount of time to wait for members to show up before beginning the meeting?

Meetings will commence upon discretion of the Chair. As a general rule, it would be appropriate to allow 15 minutes for late arrivals if waiting for a quorum to assemble.

Is teleconferencing permissible for members of our board, committee or commission?

No, attendance at BCC meetings other than in person is not provided for by Mayor & Council.

Can our board, committee or commission change our usual venue and schedule a meeting at a restaurant?

Yes, as long as appropriate notice is provided in accordance with Open Meeting Laws, and the venue should be accessible and available to allow public attendance.

How are my absences at my board, committee or commission meetings calculated?

Assigned support staff are responsible for taking roll and accounting for the record of attendance at each meeting. Per Tucson City Code, four (4) consecutive absences or failure to attend at least 40% of scheduled meetings in a calendar year are subject for immediate removal from most BCC's.

What is the purpose of the Race/Ethnicity Category card?

It is the goal of the Mayor and Council to strive to achieve gender balance and racial and ethnic parity in the membership of City boards, committees and commissions to allow for diversity within the community.

Can a person serve on more than one BCC at a time?

Most of the City's public bodies prohibit service on more than one public body at a time. However, some BCC's do allow for such.

Do BCC members need to notify somebody if they move across town or outside City limits?

Yes, when a member moves it may have an effect on their original appointment status. Please notify the support staff or the City Clerk's Office so we can update pertinent contact information and advise you of any discrepancies.

How far in advance do meeting notices/ agendas need to be posted?

The Open Meeting Law requires a minimum of 24 hours notice prior to the meeting start time. However, up to five (5) days prior to the meeting is preferable.

Between meetings, is it okay for commissioners to distribute announcements (via e-mail or “snail mail”) to all other commissioners, such as notices of upcoming events or links to newspaper articles or web sites of common interest?

No, commissioners should not distribute announcements or other informational materials to other commissioners via e-mail, “snail mail”, or phone. Such material should go directly to the support staff for distribution. To avoid violations of the open meeting law, commissioners should avoid any action or discussion on potential commission-related topics outside of an official meeting.

If a subcommittee of a public body is invited to a Neighborhood Association meeting, do they need to post a notice if any members plan to attend that meeting?

Yes, if a possible quorum of the public body, or any of its subcommittee members, might be present at an event, a notice should be posted at least 24-hours prior to the event.

Can an individual who does not have U.S. Citizenship, be a member of a board, committee or commission?

Yes, citizenship and nationality are not considered for a person to serve on a City of Tucson public body, but the person must be able to take the State of Arizona Loyalty Oath of Office.

What kind of privacy does a Commissioner have as a member of a BCC?

When a Commissioner is appointed to a BCC, they are considered a member of a public body and all public bodies are subject to the provisions of the open meeting law. All contact information that a member provides is considered a public record and is available upon request from any member of the public. If you are concerned, you may wish to give contact information that does not include your residence address.