

PDD Boards – Commissions – Committees

Welcome Packet

QUESTIONS AND ANSWERS

1. Q. What is required of me before I can serve as a member?

- A. There are six primary tasks you need to complete before you can serve:
1. Complete the **Loyalty Oath form**, sign, notarize and return to City Clerk staff via email at OML@phoenix.gov or return in person on 15th floor of City Hall at 200 W. Washington Street. Phoenix and the City Clerk office will also provide a courtesy notary.
 2. Read and review the **City of Phoenix Boards and Commissions Ethics Handbook**.
 3. View the **Ethics Lobbying Regulations Videos**, located at the following link:
[Boards and Commissions, Ethics - YouTube](#)
 4. Complete **Ethics Certification Acknowledgement Form** and return to your liaison.
 5. Read **Planning and Development Conflict of Interest Guidance Information**.
 6. Register on the **Boards and Commissions database** by following instructions listed in this packet.

2. Q. What is expected of me?

- A. There are expectations of all our Boards/Commissions and Village Committee members:
- Attend meetings and arrive on time.
 - Keep an open mind.
 - Follow the rules of procedure for your boards/commissions/village and contribute in a positive, constructive way. Phoenix Boards and Commissions follow Robert's Rule of Order and the Chair leads the meetings to ensure it follows the rules.
 - Treat your fellow board/commissions/committee members, staff and everyone who comes before you with respect.
 - Listen.
 - Come prepared and read materials provided by staff in advance.
 - Display your good ethical behavior by avoiding the pursuit of special privileges.
 - Always seek the public interest and be thinking how best to further the interests of the community as a whole.

3. Q. What are my roles and responsibilities?

- A. The responsibility can be divided into two functions; planning (policy-making) and regulation (development review or “quasi-judicial function”).

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4. Q. How do I change my contact information on file?

- A. You can contact your liaison and request to fill out a new form with the updated information.

5. Q. How do I make decisions?

- A. In a variety of ways.....
- Work together as a team with your fellow members and other city boards and officials.
 - Try hard to decide what is in the public interest.
 - Decisions made on amending plans, city ordinance, building code, city code, or by-laws require open public meetings and opportunity for public response.
 - Read carefully, and make sure your decision is based on the information presented to the board/commission/committee.

6. Who will I work with?

- A. You will work with your city liaison, the chair of your board/commission/village committee, all members, and the public. The public or citizens who attend controversial or interesting meetings, the media, private developers, and property owners along with their consultants, lawyers, and the community members they represent. Everyone who attends deserves respect and is entitled to a voice by completing a public comment card to speak on any agenda item listed on the agenda.

7. How to handle conflicts of Interest?

- A. Please refer to the Conflict of Interest Guidance on the following pages of this packet and refer to the Boards and Commissions Ethics Handbook provided for information and guidance. If you still have questions on how to handle a conflict of interest, please contact your liaison and they can work with you and our Law Department for guidance.

8. What if I chose to resign?

- A. If you chose to resign you need to provide your resignation in writing to both your chair and your liaison. The liaison in turn will notify the Mayor's office and the position will be reflected as vacant until filled.