

RESOLUTION NO. 2026-1966

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, REPEALING RESOLUTION NO. 2023-1850 WITH REGARD TO COUNCIL POLICY FOR MEMBERSHIP ON BOARDS, COMMISSIONS AND COMMITTEES AND ADOPTING A REVISED POLICY ON MEMBERSHIP ON BOARDS, COMMISSIONS AND COMMITTEES

RECITALS:

WHEREAS, Resolution No. 2023-1850 was adopted on May 9, 2023, regarding membership on boards, commissions and committees (BCCs) of the City of Prescott; and

WHEREAS, the following policies include changes to the procedures to be followed for BCC membership (Exhibit A), Appointment Procedures (Exhibit B) and BCC Code of Conduct (Exhibit C), attached hereto and made a part hereof.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

Section 1. THAT, Resolution No. 2023-1850 is hereby repealed.

Section 2. THAT, Exhibit A outlines the Policy on Membership on Boards, Commissions & Committees of the City.

Section 3. THAT, Exhibit B identifies and establishes the procedures and processes to be followed for appointment of members to the City’s Boards, Commissions & Committees

Section 4. THAT, Exhibit C identifies the adopted Code of Conduct for City Board, Commission & Committee Members.

PASSED and ADOPTED by the Mayor and Council of the City of Prescott, Arizona, on this 10th day of February, 2026.

Cathey Rusing

CATHEY RUSING, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah M. Thornhill

SARAH M. THORNHILL
City Clerk

Joseph D. Young

JOSEPH D. YOUNG
City Attorney

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA)
County of Yavapai) ss.

I, the undersigned Sarah M. Thornhill, being the duly appointed, qualified City Clerk of the City of Prescott, Yavapai County, Arizona, certify that the foregoing Resolution No. 2026-1966 is a true, correct and accurate copy of Resolution No. 2026-1966 passed and adopted at a Voting Meeting of the Council of the City of Prescott, Yavapai County, Arizona, held on the 10th day of February, 2026, at which a quorum was present and, by a 6-0 vote, six voted in favor of said resolution.

Given under my hand and sealed this 18th day of February, 2026.

Seal

Sarah M. Thornhill

City Clerk



Exhibit A

Standing Committees: These committees are established via Resolution and all terms are for a period defined in the forming Resolution with members being appointed in the Spring of even numbered years (unless otherwise noted in the establishing Resolution). Chairman and Vice Chairman will be elected by the membership of each respective board or committee annually at the first meeting held after April 1st. ***Please contact the City Clerk's Office for an updated list of Active Standing Committees.***

Committees Established by City Code: These committees are established as required by the Prescott City Code and members must be residents of the City of Prescott. Length of terms is determined by City Code, and Chairman and Vice Chairman will be elected by the membership of each respective board or committee annually at the first meeting held after April 1st. ***Please contact the City Clerk's Office for an updated list of Active Standing Committees.***

Committees Established by Arizona Revised Statutes: These committees are established as required by Arizona Revised Statutes. Length of terms is determined by Statute, and Chairman and Vice Chairman will be elected by the membership of each respective board or committee annually at the first meeting held after April 1st. ***Please contact the City Clerk's Office for an updated list of Active ARS Committees.***

Appointments: Advertisement will occur in December of the year preceding Spring Appointments for all Boards, Commissions and Committees with terms ending. Advertisements will also occur as necessary in the months of January-July for vacancies that arise for unexpired terms due to resignation, death or removal from a Board, Commission or Committee.

Exhibit B

Boards, Commissions & Committees Appointment Procedures

A. Membership

- i. Membership requirements shall be established in each respective resolution or ordinance creating said board, commission or committee
- ii. Members shall be considered solely on the basis of their own merits and qualifications and not on the basis of any familial relations, personal friendships, or supervisor or employee relationship with committee or Council members
- iii. If any member shall be absent from more than three meetings in a twelve month period, without at least 24-hours prior notice to the Chairman, City Clerk or Staff Liaison, he or she shall, upon notification by the Chairman to City Council, and by a majority vote of the Council, cease to hold office. Exceptions will be made in emergency situations.
- iv. If, in the opinion of the BCC Chairman, any member fails to adequately participate in meetings and discussions related to that Board, Commission or Committee OR through behavior negatively represents the Board, they may submit a recommendation of removal to the City Council. Following notification of such a recommendation, Council may at the next available Voting meeting allow the member an opportunity to address the Council and by a majority vote remove the member
- v. Following any meeting and action by Council to remove a member, the City Clerk will provide notice of their removal effective immediately

B. Selection

- i. The City Clerk shall maintain a list of all members and will be aware of all expiration dates for all terms. The City Clerk shall maintain a file of all applicants as to current applications, filing dates, interest in other board positions, interviews and appointments.
- ii. The Council Subcommittee on Appointments shall consist of three (3) Council members selected by the Council every two years in odd numbered years and shall be responsible for reviewing applications for appointment to City boards, commissions and committees.
- iii. When a vacancy occurs on a Board, Commission or Committee the Chairman and/or staff liaison shall notify the City Clerk who shall advertise the vacancy accordingly.
- iv. In December of each necessary year, the City Clerk shall advertise for applications for terms of any board or committee members that expire in March of the upcoming year.
- v. For vacancies that occur due to resignation, death, or another reason in the months of January-July, the recruitment shall begin ASAP and for vacancies that occur from August-December, the recruitment will be included with the annual recruitment as described in section B, subsection iv.
- vi. After the filing period has concluded, the City Clerk shall schedule a meeting of the Council Subcommittee on Appointments to review applications and make recommendations to the balance of Council for approval at the next available Council Meeting

- vii. All applicants and appointees shall be notified of the status of the application or appointment by the City Clerk's Office and appointees will be sworn in at the next meeting of their respective Board, Commission or Committee. Following appointment, members must participate in annual Open Meeting Law Training
- viii. Member terms shall end on the last day of March in each year in accordance with the forming document of the respective board or committee and new terms will begin on April 1st of the same.
- ix. All appointees shall receive a New Member Packet containing pertinent information for fulfilling their responsibilities on the Board, Commission or Committee

C. Orientation

- i. The City Clerk's Office and City Attorney's Office will facilitate a Board, Commission and Committee Open Meeting Law Training annually in the month of April, all members are required to attend on an annual basis

Exhibit C

BCC Code of Conduct

This section is intended to describe a code of conduct for City BCCs and designed to define the way members shall treat one another, city staff, constituents, and others they come into contact with while representing the City of Prescott. The Council encourages positive and respectful dialogue. Therefore, members shall refrain from abusive conduct, personal charges, disrespectful language, or verbal attacks upon the character of others. It is both encouraged and expected that the Chair of each BCC will intercede when the conduct of another member is in violation of this code of conduct.

BCC members are important to the city's decision-making process, act on behalf of the Council in their volunteer roles and help shape and further community discussions on complex issues and topics. As such, disagreement may arise during public meetings as different perspectives are shared and providing different perspectives to Council is encouraged. A high level of professionalism and civility is expected of all BCC members during their tenure. Disagreement and criticism of policy is permitted, but personal attacks are not.

BCC members must treat each other and the public with respect. Elected and appointed officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals but have chosen to serve the public in order to preserve and protect the community. In all cases, this common goal should be acknowledged.

Residents, property owners and businesses of the City of Prescott are entitled to have fair, ethical and accountable local government. Such a government requires that public officials are independent, impartial, and fair in the judgment, actions, and recommendations, use their public office for the public good and not personal gain, and conduct public deliberations and processes openly, unless legally confidential in an atmosphere of respect and civility.

BCC members shall honor this code of conduct from the time of appointment to office.

BCC members shall act in the public interest, recognizing that stewardship of the public interest must be their principal concern. All shall work for the common good of the City of Prescott and not for any private or personal interest. Members will endeavor to treat all persons, claims and transactions in a fair and equitable manner.

BCC members shall comply with the laws and rules of the Constitution of the United States, the Constitution and laws of the State of Arizona, and the City of Prescott City Charter, City Code, and Policies & Procedures, and all other governing documents related to conflict of interest, election campaigns, financial disclosures, and open meeting law.

BCC members shall refrain from abusive conduct and verbal attacks upon the character or motives of other members of the BCC or City Council, staff, and the public.

BCC members shall have respect for the process and duties shall be performed in accordance with those processes and rules of order established by the Council.

BCC members shall be present and active for meetings of their respective Board, and inform themselves of public issues, listen attentively to public discussions before the body and focus on the business at hand.

BCC members are responsible for their communication related to city matters. They shall publicly share substantive information that is relevant to a matter under consideration that they received from sources outside of the public decision-making process.

BCC members shall ensure public confidence in decision-making by being familiar with and complying with conflict-of-interest laws.

BCC members shall respect and preserve the confidentiality of information provided to them concerning matters of the city. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their financial or private interests.

BCC members have the primary responsibility to ensure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of their city government.

CERTIFICATION

- I have read and understand the City of Prescott BCC Code of Conduct and its application to my role and responsibilities while serving on a city board
 - I pledge to conduct myself by the Code of Conduct
- I understand that I may be removed from my position if my conduct falls below these standards

Print Name: _____

Committee: _____

Date: _____

Signature: _____