



## **League of Arizona Cities and Towns Policy Committees and Resolutions Process Overview**

2020

### **Overview**

The Policy Committee framework was established to give city and town elected officials and staff the opportunity to provide expertise and direction on proposed policy issues that come to the League. After submitted policy ideas are discussed and vetted in the appropriate policy committee, they may become a League Resolution, be referred for further study or they may have a non-legislative solution.

Ideas are to be submitted throughout the year so there is not a deluge right before the League Annual conference when the Resolutions Committee meets. This gives the committee members and League staff ample time to study the issues and formulate solutions. If the committee recommends the idea be developed into a League Resolution, they have to be provided to all cities and towns before the League Annual Conference in August so that individual cities and towns may consider them prior to the Resolutions Committee Meeting. In order to adhere to this schedule, all policy ideas must be submitted no later than a week before the committee meets.

### **Policy Committee Membership**

The Policy Committee chairs are members of the Executive Committee and are selected by the President of the League. The chairs will select their membership based on applications. Municipal elected officials and staff are eligible to apply for a position on a Policy Committee by submitting their interest to: [resolutions@azleague.org](mailto:resolutions@azleague.org). In addition, an individual city or town may have only one vote on each committee; and only elected officials can vote on the direction of the policy issue. Staff may participate in the discussion and offer their expertise but cannot vote on the proposal. Committee membership is for one year, but members may re-apply to a committee for another term.

### **Submission of Policy Issues**

Cities and towns may submit policy issues any time of the year. The Policy Committee to which the issue is assigned will decide if the issue becomes a formal resolution. The President of the League assigns policy submissions to the appropriate committee. ***To submit your policy issue, please use the special form provided by the League below.***

### **Policy Committee Actions**

Policy Committees will meet in May and June. The meetings are open for anyone to attend, however only one elected official from each city on that committee may vote. The committee may choose to advance the policy submission as a formal resolution, assign the submission to further study, or propose a non-legislative solution. Outside experts may be invited to provide additional input. The sponsoring city or town is responsible to present their case for their submission at the policy committee.

Each chair shall prepare a report of their activities and the formal resolutions to the full Resolutions Committee as a part of the Annual Conference packet. In addition, each Committee Chair shall provide a verbal report to the Resolutions Committee. ***Only resolutions put forward by the Policy Committees will be voted on at the Resolutions Committee at the Annual Conference.***

### **Resolutions Committee**

Each member city or town shall receive a Resolutions Packet in preparation for the Annual Conference and shall have a seat at the committee with either the mayor or a council member as their voting representative. The Policy Committee chairs shall provide their reports and the Resolutions Chair shall facilitate the meeting. The sponsoring city/town may be called upon to provide additional information on a Resolution. Resolutions adopted at the Resolutions Committee will be forwarded to the Annual Business Meeting for formal ratification.

### **Municipal Policy Statement**

The adopted resolutions become the basis of the Municipal Policy Statement, the League's legislative priorities for the following legislative session. The statement is used to educate legislators on the League's highest priorities for that year.

## **Policy Issue Submittal Form**

Please use this form to submit your policy issue. The issue will be vetted by the relevant Policy Committee, and may become a formal Resolution, or may go on for further discussion with a non-legislative solution.

### **Guidelines**

There are two types of resolutions:

- 1) Statements requesting a specific action, such as requesting that the Legislature enact a statute relating to a zoning issue.
- 2) Statements of general policy direction, such as supporting increases for transportation funding.

The resolutions process is designed for issues that impact a broad cross section of cities and towns. Single city/town issues are not generally part of the League's overall agenda.

### **Policy Issue**

Please state the problem or issue.

Please state the solution you are promoting for your issue.