

## **Town of Paradise Valley Board of Adjustment**

### **Board Members Code of Conduct**

- I. Board members must attend a training session.
- II. In order to assure a quorum, Board members are requested to advise staff within two (2) days of receipt of packet of their intention to attend or not attend.
- III. Board members are to attend meetings in person unless out of town or under extenuating circumstances.
- IV. If attending via Zoom, live camera is to be turned on including member's identity.
- V. Board members must visit the property within prescribed window in advance of the meeting.
- VI. Board members are to be familiar with the order of procedure, including having the "Variance Hearing Procedure" document with them at meetings.
- VII. As rulings made by the Board may be appealed to the Superior Court of the State of Arizona, it is vital that procedures are beyond reproach.
- VIII. Thus, staff are to be addressed as Ms. or Mr. rather than by first names.