

1 When recorded, return to:  
2 Paradise Valley Town Attorney  
3 6401 East Lincoln Drive  
4 Paradise Valley, Arizona 85253  
5  
6

7 **RESOLUTION NUMBER 2020-21**  
8  
9

10 **A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE**  
11 **TOWN OF PARADISE VALLEY, ARIZONA, ADOPTING THE**  
12 **BOARDS AND COMMISSION HANDBOOK**  
13

14 WHEREAS, the Town needs to have a consistent training manual for the training of  
15 all board, commission, and committee members;

16 WHEREAS, Town staff, with input from Council Member Scott Moore, has  
17 developed a Board, Commission, and Committee Training Handbook (attached hereto and  
18 incorporated herein, the “Handbook”);

19 WHEREAS, the Handbook addresses important topics such as:

- 20 1. Volunteer Recruitment, Selection and Appointment;
- 21 2. Oaths of Office and Member Roles and Responsibilities;
- 22 3. Open Meeting Laws, Public Records Laws, Conflicts of Interest and Other  
23 Laws related to Public Service;
- 24 4. Agendas and Meeting Packets, Official Minutes & Legal Actions;
- 25 5. Conduct of Meetings, including Parliamentary Procedure, Quorum, Motions,  
26 Rules of Procedure and By-Laws;
- 27 6. Town Code Provisions related to each Town public body; and
- 28 7. The General Plan; Council Policy Statements, and related Town Documents.

29 WHEREAS, the Town Council has reviewed the Handbook contents and concurs  
30 with the adoption of the Handbook for use in informing new members of the Town’s boards,

1 commissions, and committees of important laws, policies, rules and procedures related to  
2 serving as a volunteer on one of the Town's public bodies.

3 NOW, THEREFORE, BE IT RESOLVED that:

- 4 1. The Town Council hereby adopts the Board, Commission, and Committee  
5 Handbook for use in informing new members of the Town's boards,  
6 commissions, and committees of important laws, policies, rules and  
7 procedures related to serving as a volunteer on one of the Town's public  
8 bodies.
- 9 2. Directs the Town Manager and staff liaisons to the Town's boards,  
10 commissions, and committees to distribute the Handbook to all members of  
11 the Town's boards, commissions, and committees; as well as to institute  
12 regular training of both new and existing members of the Town's public bodies  
13 on the particular laws, policies, rules and procedures related to public service  
14 on each of the Town's individual public bodies.
- 15 3. This Resolution shall take effect thirty (30) days after its adoption.

16 PASSED AND ADOPTED by the Mayor and Council of the TOWN OF PARADISE  
17 VALLEY, Arizona, this 25<sup>th</sup> day of June, 2020.

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21 Jerry Bien-Willner, Mayor

22 ATTEST:

23  
24 \_\_\_\_\_  
25 Duncan Miller, Town Clerk

26  
27 APPROVED AS TO FORM:

28  
29  
30 \_\_\_\_\_  
31 Andrew M. Miller, Town Attorney  
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