



BOARD, COMMISSION, AND COMMITTEE

2016 Member Handbook



Carmen Martinez MMC, City Clerk ✦ 623-333-1200

CITY OF AVONDALE
BOARD, COMMISSION, AND COMMITTEE HANDBOOK 2016
TABLE OF CONTENTS

Welcome	1
Council-Manager form of Government	1
The Council	1
Boards, Commissions, and Committees	3
Attendance	4
Council Subcommittee on Boards, Commissions, and Committees	4
Recruiting for Boards, Commissions, and Committees	4
Qualifications for appointments	5
Terms, vacancies, and removal	5
Alternate Members	6
Reappointment	6
General Character	6
Arizona Open Meeting Law	6
Loyalty Oath	6
Robert’s Rules of Order in a Nutshell	6
What is Parliamentary Law	6
Rights and Responsibilities of Members	7
How to obtain the Floor	8
What Precedes Debate	8
Motions	8
Seconding Motions	8
Stating the Question	9
Debate	9

Putting the Questions and Announcing the Vote	9
Call for the Question	9
Working Effectively with the Media	11
Organizational Chart	13
History of Avondale	14
League of Arizona Cities and Towns pamphlet	Appendix A
“You as a Public Official” - Conflicts of Interest, Open Meeting Law, Incompatibility of Offices, Financial Disclosure, Limits on Entertainment	

THE CITY OF AVONDALE APPRECIATES YOUR SERVICE

As a member of the City's Boards, Commissions and Committees, you are a member of a very elite group. You have been appointed by the City Council to study and recommend policy direction on a variety of issues vital to the City's future.

As a board, commission or committee member, attendance and preparation will be extremely important. You will participate in a variety of discussions and make recommendations to City Council regarding items relevant to the BCC you are a member of. Your input will be one of many factors that must be considered by the Council in its final decision. The Council appreciates your dedication and commitment to making Avondale a better place for its residents.

COUNCIL-MANAGER FORM OF GOVERNMENT

Avondale operates under the Council-Manager form of government in accordance with its Charter. Legislative authority is vested in a seven member City Council consisting of a Mayor and six Council members elected at-large for a term of four years. The Mayor and Council appoint the City Manager and such other officers deemed necessary and proper for the orderly government and administration of the affairs of the City, as prescribed by the constitution, applicable laws, and ordinances.

THE COUNCIL



Mayor Ken Weise

Appointed as Mayor in 2014

Term expires: December 2016

Appointed as Council Member in January 2006;
elected September 2007 and September 2012

City phone: (623) 333-1917

kweise@avondale.org

Vice Mayor Stephanie Karlin

Elected in September 2007 and September 2012
Previous tenure - January 2000 - December 2003
Term expires: December 2016
City phone: (623) 333-1914
skarlin@avondale.org



Council Member David C. Iwanski

Appointed as Council Member in June 2014
Term expires: December 2016
City phone: (623) 333-1911
diwanski@avondale.org

Council Member Bryan Kilgore

Appointed as Council Member in February 2014
Elected August 2014
Term expires: December 2018
City phone: (623) 333-1913
bkilgore@avondale.org



Council Member Jim McDonald

Elected in September 2007 and September 2012
Term expires: December 2016
City phone: 623-333-1215
jmcdonald@avondale.org

Council Member Sandi Nielson
Elected August 2014
Term expires: December 2018
City phone: 623-333-1912
snielson@avondale.org



Council Member Lorenzo Sierra
Elected in November 2014
Term expires: December 2018
City phone: 623-333-1916
lsierra@avondale.org

BOARDS, COMMITTEES, AND COMMISSIONS

The City's Boards, Commissions and Committee are classified as regularly scheduled and unscheduled. Regularly scheduled are those that meet on a monthly basis or are quasi-judicial. Unscheduled boards, commissions and committees are those that meet on an as-needed basis.

Regularly scheduled boards, commissions and committees include:

- ✦ Board of Adjustment
- ✦ Energy, Environment and Natural Resources Commission
- ✦ Municipal Art Committee
- ✦ Neighborhood And Family Services Commission
- ✦ Parks, Recreation and Libraries Advisory Board
- ✦ Planning Commission
- ✦ Youth Advisory Commission

Unscheduled boards, commissions and committees (Res 2803-209):

- ✦ Capital Improvement Plan Citizens' Committee
- ✦ Citizen Corps Council
- ✦ Industrial Development Authority

- ✦ Judicial Advisory Board
- ✦ Municipal Development Corporation
- ✦ Public Safety Boards
 - Corrections Officer Retirement Pension Board
 - Fire Personnel Retirement Pension Board
 - Police Personnel Retirement Board
 - Volunteer Fire Department Pension Board
- ✦ Risk Management Trust Fund Board

Attendance

- ✦ Both Regular and Alternate members are required to attend all meetings unless they have an excused absence

- ✦ Members are allowed three consecutive unexcused absences.

Council Subcommittee on Boards, Committees and Commissions

In accordance with the Council Rules of Procedure, the Mayor may appoint a Council Subcommittee for Boards, Committees and Commissions. The subcommittee is made up of three Council Members. The Mayor may appoint himself/herself to this subcommittee. The purpose of this Council Subcommittee is to interview applicants and make recommendations to City Council for appointment.

Recruiting for Boards, Committees and Commissions

Also in accordance with the Council Rules of Procedure, a call for applications to fill vacant seats for boards, committees and commissions is published on the local newspaper, website and other means as available to the City.

Individuals applying for boards, commissions or committee positions must fill out and submit the City application form to the City Clerk. The City Clerk will schedule an open meeting during which the Subcommittee on Boards, Commissions and Committees Appointments may conduct interviews in the format specified by the Council.

After review and consideration, the Council Subcommittee shall deliberate and prepare recommendations for appointment. The City Clerk will prepare a council report on behalf of the Subcommittee recommending council action to appoint members. The Council will take appropriate action regarding the recommendation.

The City Clerk will notify all appointees of the Subcommittee's recommendation.

Qualifications for appointments

- ✦ Members must be eighteen years of age or older, except for members appointed to the Youth Commission or any seats designated by Council for youth representation
- ✦ Members must be Avondale residents for at least one year, unless Council specifically waives time or residency
- ✦ Members must be a registered voter, except youth commissioners
- ✦ City employees or appointed officers are not eligible for appointment to any boards, commission or committee but may be requested to provide staff support thereto
- ✦ Council Members may serve on boards, commissions or committees unless the bylaws of such boards, commissions or committees state otherwise

Terms, vacancies, and removal

- ✦ All members shall serve a term of up to three years or until the board, commission or committee is dissolved, or unless terms are specifically designated by City Council, Charter language or Arizona revised Statutes.
- ✦ The member's terms of office shall be staggered so that when possible, no more than the number of members constituting a quorum of the Board, Commission or Committee shall expire in any single year; provided, however, that no staggering of terms shall be required for any board, commission or committee that will be in existence for a single term
- ✦ No individual may serve as a voting member on more than two regularly scheduled and one unscheduled board, commission and committee at one time
- ✦ A vacancy is deemed to have occurred upon the following:
 - Death or resignation of a member
 - A member ceases to be an Avondale resident
 - Three consecutive unexcused absences by a member
 - A member serves two consecutive terms, except that a member shall remain seated until a successor is appointed and qualified
 - Any member may be removed upon a vote of not less than five Council Members for any reasonable cause as determined by the Council.

Alternate Members

Some boards, commissions and committees have alternate members. Alternate members are required to attend all meetings, they may participate in the discussions but shall not vote in such meetings until such time as a vacancy has occurred and the alternate has filled such vacancy. Immediately upon a vacancy occurring the first alternate shall fill such vacancy without the need for further Council action. The time during which the individual completes another's term or serves as an alternate shall not count against term limitation.

Reappointment

An incumbent member of a board, commission or committee seeking reappointment shall submit a new application and shall be considered for appointment by the Council in the same manner as all other applicants for such positions.

General Character

Honesty and integrity shall be the primary values in all issues. All citizens and issues must be handled with fairness, impartiality and respect.

Arizona Open Meeting Law

All Boards, Commissions and Committees shall comply with the Open Meeting Law. Summaries of the Open Meeting Law, Financial Disclosure Issues, and Conflicts of Interest are included in this handbook.

Loyalty Oath

All Board, Commission and Committee members shall sign a Loyalty Oath prior to the first meeting of the Board, Commission or Committee to which they have been appointed.

ROBERT'S RULES OF ORDER IN A NUTSHELL

What is Parliamentary Law

Parliamentary law is a system of rules that are designed to protect the rights of the individuals attending and running a meeting.

The basic provisions of parliamentary law are quite simple

- ✦ Ensure the rights of the majority
- ✦ Protect the rights of the majority
- ✦ Defend the rights of individual members
- ✦ Safeguard those people absent from the meeting

- ✦ Guard all these together

To guarantee these prerogatives, parliamentary law requires participants in a meeting to do the following:

- ✦ Treat one item at a time
- ✦ Extend courtesy and fairness to all
- ✦ Let the majority rule
- ✦ Guarantee the rights of the minority

Rights and Responsibilities of Members

Parliamentary law protects the rights of members to be dealt with fairly and equitably. This encourages and requires everyone's cooperation and the timely order of business. The following member rights are guaranteed under parliamentary law:

- ✦ Receive notice of meetings
- ✦ Attend meetings
- ✦ Make motions
- ✦ Second motions (when they need a second)
- ✦ Debate motions (when they can be debated)
- ✦ Vote on motions (except those on which the person has a conflict of interest)
- ✦ Know the meaning of the question people are debating
- ✦ Object when rules are being violated
- ✦ Not have to suffer personal abuse and attack
- ✦ Have access to minutes of all meetings
- ✦ Obtain a copy of the body's bylaws

Along with the rights come the responsibilities. For a meeting to function smoothly under parliamentary law, members must have specific obligations. When all members understand their duties as part of the team, business will be accomplished with greater ease. The following are the responsibilities of the members under parliamentary law:

- ✦ Attend meetings
- ✦ Be on time
- ✦ Stay until the end of the meeting
- ✦ Be ready to talk/speak knowledgeably and intelligently on a topic
- ✦ Be attentive
- ✦ Be open-minded
- ✦ Treat everyone with courtesy
- ✦ Speak openly, but also let others have their turn to speak
- ✦ Follow the rules of debate
- ✦ Attack issues, not people
- ✦ Insist on law and order at meetings

- ✦ Work to create dignity and decorum
- ✦ Participate actively in the meetings
- ✦ Be familiar with the basic rules of parliamentary law
- ✦ Respect the rights of others
- ✦ Abide by the final decision of the majority
- ✦ Respect the chair's opinion and rulings

How to Obtain the Floor

Before a member can make a motion, address the board in debate, or bring a matter before people in a meeting, it is necessary that they *obtain the floor* - that is, be recognized by the chair as having the right to be the only person speaking at that time. The presiding officer shall be addressed by his/her official title, "Mr. Chairman," or "Madam Chairperson." If the member is entitled to the floor, the chairperson "recognizes" him/her, or assigns him the floor, by announcing his/her name.

What Precedes Debate

Debate is discussion (by the board) of the merits of a specific question. Before any subject is open to debate, it is first necessary that a motion be made by a member who has obtained the floor; second, that it be seconded; and third, that it be stated by the chair.

Motions

A motion is a proposal that the board takes certain action, or that it expresses itself as holding certain views. In order to make a motion, a member must first obtain the floor as described above and saying, "I move that" (which is equivalent to saying, "I propose that"), and then stating the action he/she proposes to have taken.

Seconding Motions

As a general rule, every motion should be seconded. This is to prevent time being consumed in considering a question that only one person favors. A motion is seconded by a member's saying, "I second the motion," or "I second it," which is done without obtaining the floor, and without waiting for recognition, "Mr. Chairman, I second the motion."

The fact that a motion is made and seconded does not put it before the board, as the chair alone can do that. He/she must either rule it out of order, or state the question on it so that the board may know what is before it for consideration and action, that is, what is the *immediately pending question*.

Stating the Question

When a motion has been made and seconded, it is the duty of the chair, unless he/she rules it out of order, to immediately *state the question* - that is, state the exact question that is before the board for its consideration and action. This may be done as follows, "It is moved and seconded to adopt etc."

Debate

After a question has been stated by the chair, it is before the board for consideration and action. All motions may be debated before final action is taken on them, unless the board decides to dispose of them without debate.

Debate must be limited to the merits of the immediately pending question - that is, the last question stated by the chair that is still pending.

Speakers/board members must address their remarks to the chair (presiding officer), be courteous in their language and avoid all personalities.

Putting the Question and Announcing the Vote

When the debate appears to have closed, the chair asks again, "Are you ready for the question?" If no one answers he/she proceeds to *put the question* - that is, to take the vote on the question, first calling for the affirmative and then for the negative vote. In putting the question the chair should make perfectly clear what the question is that the board is to decide.

The vote should always be announced, as it is a necessary part of putting the question. The board is assumed not to know the result of the vote until announced by the chair, and the vote does not go into effect until announced. As soon as the result of the vote is announced the chair should state the next business in order.

Calling for the Question

A member of the group can call for the question but they must have a second to the call for the question. That is voted on by the group and if the call passes then the chair will call for the question.

Casting a Vote

- A. In acting upon every motion, the vote shall be taken by casting an aye/nay vote by voice, roll call or any other method as determined by the presiding officer from which the vote of each member can be clearly ascertained.

- B. The vote on each motion shall be entered into the record by number of and the names of members casting votes for or against.
- C. If a member has declared a conflict of interest and is absent during the roll call vote, such vote shall read “Absent for the Vote due to declared Conflict of Interest” in the official minutes as part of the results of the vote.
- D. If the roll call method of voting is used, the board’s secretary or staff liaison shall call the names of all members with the presiding officer called last. Members shall respond “Aye” or “Nay”. It shall be out of order for members to explain their vote during the roll call. Comments should be made during the discussion. There shall be no additional debate or speaking on the subject after the vote is taken.

Failure to Vote

All members in attendance at a duly called meeting are required to vote unless the member has declared a conflict of interest. In all other cases, a failure to vote shall be entered in the Minutes as an affirmative vote.

Reconsideration

Any member who voted with the majority may move for reconsideration of any action at the same or the next board meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without the unanimous consent of the Board.

WORKING EFFECTIVELY WITH THE MEDIA

The goals of Public Information are to:

- ✦ To increase public understanding of the City of Avondale, its role and the services we provide
- ✦ To promote a positive image of the City Of Avondale
- ✦ To educate and/or motivate
- ✦ To justify value

How we do this: press releases, news conferences, guest columns, picking up the telephone/emails

- ✦ Publications: RAVE Review Magazine, Avondale 11 Channel, annual report, fact sheets, brochures and ads.
- ✦ Special Events and Campaigns
- ✦ Social Media
- ✦ Website

It is the policy of the Public Information Office to be as accessible as possible to the media, to return all phone calls and emails promptly and to facilitate their request for Public Records, in accordance with state law.

Public Records Requests

- ✦ Refer ALL requests for Public Records to the City Clerk's Department
- ✦ City Clerk's Department or PIO will follow up with the person making the request

Your Role as Spokesperson

- ✦ As a BCC member for the City of Avondale, you may occasionally be contacted by the media.
- ✦ You are the "expert" (but know your territory)
- ✦ Remember: how you perform during an interview determines the outcome of the story.
- ✦ The news media are an integral part of our society protected by our first amendment right to free speech.
- ✦ The media is often desired and extremely necessary for the effective communication of our role as service providers to the residents of Avondale.

GETTING YOUR MESSAGE ACROSS

Good interview strategies require:

- ✦ An advance understanding of your committee's objectives. What the story is about?
- ✦ Development of major messages you intend to stress throughout the interview.
- ✦ Anticipating and preparing for the toughest questions you may be asked.

Effective Interviews

- ✦ Map out your message: one to three clear, most important points that you will stress throughout the interview
- ✦ Provide supporting information/documentation
- ✦ Make sure your message relates to your audience
- ✦ Answer routine questions within your area of expertise.
- ✦ Let the Staff/PIO know you have been contacted.
- ✦ If you are not sure, refer the reporter to the Staff liaison or the PIO
- ✦ Remember: You don't always have to consent immediately to an interview.
- ✦ Understand that reporters have deadlines
- ✦ Speak plain English: Avoid jargon, acronyms, technical terms and abbreviations
- ✦ Don't let it get personal: Avoid getting angry or defensive during an interview
- ✦ Be human: Show empathy or concern

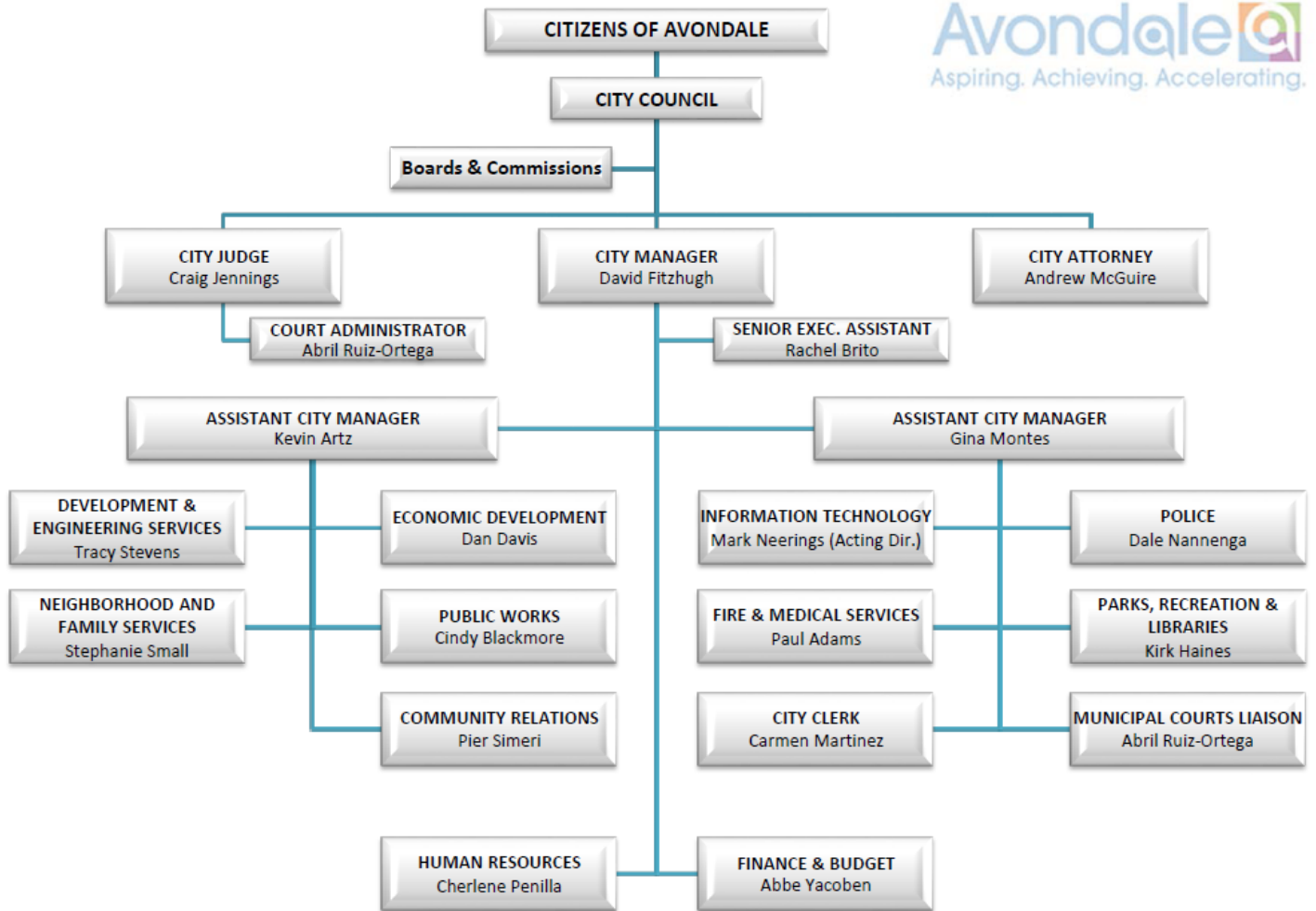
"Off-the-record"

- ✦ Do not say anything to a reporter that you would not want to see in print.

Playing Defense

- ✦ Despite our best efforts to cultivate relationships with the media and proactively head off potential controversy, there will be times when an action, inaction or error will come under fire.
- ✦ "Interview the interviewer" - what is the story about? Who else have you interviewed? What is my role in this article? When will the story run?

+ CITY OF AVONDALE ORGANIZATIONAL CHART



07/05/2016

HISTORY OF AVONDALE

Like the Pima and Papago Indians who were on the land before them, the first white settlers near the Salt River and the Gila River confluence were farmers. These settlers were drawn to the area as a result of the Desert Land Act of 1877. Enticed by the offer of 640 acres of land for development, of irrigation systems on the property, and by the small purchase price of the land, a substantial number of settlers made their way to this area 15 miles west of Phoenix.

William Graham Moore, the Community's first resident and founder, better known as "Billy" was a Missourian who homesteaded a 280-acre parcel near a Yaqui Village on the Salt River in 1892. His land contained a natural cold water spring.

Billy put up an adobe store building and home, converted the spring into a well, and received his final certificate of land title on September 29, 1898. As more homesteaders took up land in the area and traffic to the west increased, Billy enlarged his store into a stage stop for the Butterfield Stage Line and post office. On the main wagon route from Phoenix to California, the station became known as Coldwater River Crossing, named for the Agua Fria River and perhaps for the cold water produced by Billy's well.

As a member of Quantrell's Raiders and a friend of Frank and Jessie James, Billy Moore had a colorful career even before he arrived in Arizona. During his first ten years in the state, he lived briefly in Tombstone, Kingman, Wickenburg and Rock Springs before settling in Coldwater. He was a strong, rough man, who was once wounded in a fight and was found dying in the desert by an Indian woman who nursed him back to life and later became his wife.

Billy's stage stop prospered and by the early 1900s Billy was something of a local magnate/postmaster, bar owner, storekeeper and rancher. Southern Pacific Railroad later established a railway station called "Litchfield" a mile west of Coldwater, causing Moore's place to lose importance as a freight station. The post office was moved to the Avondale Ranch in 1911. It was re-named Avondale Post Office because a government regulation prevented the relocation of a once-used post office name. With these changes, Billy's influence declined and he lived out the rest of his 94 years at his store in relative quiet. Consequently, the Avondale Post Office served the community of Coldwater until the town incorporated and adopted the name of Avondale in March 1946.



YOU AS A PUBLIC OFFICIAL

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Prepared by

League of Arizona Cities and Towns

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TABLE OF CONTENTS

INTRODUCTION.....	1
OPEN MEETING LAW.....	1
General Provisions.....	1
Public Notices of Meetings.....	3
Agendas.....	4
Website Postings.....	5
Executive Sessions.....	5
Minutes.....	6
E-mail and Other Social Media Violations.....	7
Ratification.....	8
Sanctions.....	8
CONFLICT OF INTERESTS.....	9
Applicability.....	9
Conflict of Interests Defined.....	10
Additional Provisions.....	12
Declaration of a Conflict.....	12
Legal Opinions.....	13
Filing of Disclosures.....	13
Penalties.....	14
PUBLIC RECORDS.....	14
Simple and Sweeping.....	14
Complex Maze of Exceptions.....	15
Steps to Comply.....	16
Violations.....	17
Practical Tips.....	18
INCOMPATIBILITY OF OFFICES.....	18
Early Concepts of Incompatible Offices.....	18
State Laws and Interpretations.....	19
Arizona State Constitution.....	19
State Statutes.....	19
City Charter Provisions.....	20
Attorney General Opinions.....	20
League General Counsel Opinions.....	20
NEPOTISM.....	21
FINANCIAL DISCLOSURE.....	22
LIMITS ON ENTERTAINMENT.....	22
CONCLUSION.....	23

INTRODUCTION

Congratulations on making the choice to serve your community as an elected official. As a mayor or member of your city or town council, you are putting into action the best principles of our form of government. You are continuing in the tradition of citizen lawmakers, people who are willing to give up their time and privacy, and apply their experience and knowledge to the business of making public policy choices for their communities.

Holding public office is an honor but it comes with certain legal responsibilities that can be a challenge. As an elected official, you need to know and understand the various Arizona laws that apply to your conduct in office and how to comply with them.

This report is designed to assist you in meeting that challenge. Seven topics are included: open meetings; conflict of interests; public records; incompatibility of offices; nepotism; financial disclosure; and limitations on entertainment. These laws apply not only to elected officials, but also appointed officials (city or town staff) with the exception of the final one - limitations on entertainment - which only applies to elected officials.

The life of a public official is not an easy one. In addition to the challenges of making good decisions for the future of your community, you must be careful to not violate state laws in the course of your service on the city or town council. These laws, like the seven highlighted in this report, continually affect the decision-making process.

While very few public officials ever intend to violate the law in the conduct of their duties, good intentions alone (such as, "but I didn't **mean** to violate the law") are not enough. Even well-intentioned elected officials who violate the law may face stiff penalties. Therefore, it is in your own self-interest as well as the interest of your city or town to be familiar with the laws governing your conduct in public office.

We hope you will take the time to read this report and retain it for future reference. Most importantly we hope this report will prompt you to discuss each of these laws with your city or town attorney. This report is not intended to replace the need for you to review these laws with your local attorney; it's really only a starting point for discussion of your particular situation in your city or town.

OPEN MEETING LAW

General Provisions¹

The operation of government and the activities, decisions and policies of government officials are issues of concern to the general public. The public has a right to expect—and state law demands—adherence to an important and distinct principle: **THE PUBLIC'S BUSINESS MUST BE CONDUCTED IN PUBLIC!**

The Arizona Legislature has declared its policy concerning open meetings very clearly:

“It is the public policy of this state that meetings of public bodies be conducted openly and that notices and agendas be provided for such meetings which contain such information as is reasonably necessary to inform the public of the matters to be discussed or decided. Toward this end, any person or entity charged with the interpretations of this [law] shall construe any provision of this [law] in favor of open and public meetings.”²

State law requires that all public officials elected or appointed to a public body review Open Meeting Law materials prepared by the attorney general at least one day before taking office. The Open Meeting Law materials from the attorney general’s office are to be posted on the public body’s website.³

Arizona’s Open Meeting Law (Law) provides very simply that, with a few limited exceptions, all meetings of a public body shall be open to all persons desiring to attend and listen to the deliberations and proceedings.⁴ The Law defines a "meeting" as "the gathering, in person or through technological devices of a quorum of members of a public body at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action."⁵ Technological devices include but are not limited to e-mail, website, blogs, tweets, Facebook, telephone and video conferences and similar technologies. The label attached to a particular meeting does not alter application of the Law. Whether the meeting is referred to as regular or special, workshop or study session, the Law’s requirements must be met. A meeting may also occur when less than a quorum of the council discusses a matter of city or town business and one or more members later discusses the matter with another member of the council. The only exception to the public meeting requirement is an executive session, which is discussed later.

Members of the public body may express an opinion or discuss an issue with members of the public outside of a meeting without violating the Law. Examples of this would include a person to person conversation, through the media or other form of public broadcast communication or through technological means if the opinion or discussion is not principally directed at or directly given to another member of the public body, or if there is no concerted plan to engage in collective deliberation to take legal action.⁶ The attorney general has determined that an individual member of the public body may speak to the media about an issue that may come before the public body without violating the Law.⁷

"Public body" is defined as: "the Legislature, all boards and commissions of this state or political subdivisions, all multimember governing bodies of departments, agencies, institutions and instrumentalities of this state or political subdivisions, including without limitation all corporations and other instrumentalities whose boards of directors are appointed or elected by this state or political subdivision. Public body includes all quasi-judicial bodies and all standing, special or advisory committees or subcommittees of, or appointed by, the public body. Public body includes all commissions and other public entities established by the Arizona Constitution or by way of ballot initiative, including the independent redistricting commission, and this article

applies except and only to the extent that specific constitutional provisions supersede this article.”⁸

This broad definition includes planning and zoning commissions, boards of adjustment, state licensing boards, library boards, and school boards. It also includes advisory committees and subcommittees created by action of the mayor and council, even if no member of the original appointing public body is a member of the advisory group.⁹

Public Notices of Meetings

The Law requires a public body to give advance notice of every public meeting and executive session to the general public and to each member of the public body. In giving notice, the first step is to conspicuously post on the city/town website or on the League’s website a statement identifying where notices of the meetings of the public body will be posted, including physical and electronic locations.¹⁰

Once this statement has been posted, the Law requires the public body post notice of each of its meetings in accordance with the statement and "give such additional public notice as is reasonable and practicable."¹¹ Notice of individual meetings is not necessary if the public body intends to meet at a regular day, time, and place and chooses to post one notice of all of its meetings during a specified time period.¹² Such notice must be posted at the beginning of the period and specify the period covered.

Except in the case of an actual emergency, no public meeting or executive session may be held with less than 24 hours' notice to the general public and each member of the public body.¹³ The 24-hour period includes Saturday if the public has access to the physical posted location but excludes Sundays and holidays. The notice must include the date, time, and place of the meeting. If an executive session will be held, the notice must also cite the specific provision of law authorizing the executive session.¹⁴

There are three exceptions to the notice requirements outlined above. First, a meeting for which notice has been properly posted may be recessed and resumed with less than 24 hours' notice, although the date, time, and place of the resumed meeting must be announced prior to recessing the originally posted meeting or the method by which notice is to be given is announced publicly.¹⁵ Second, an emergency meeting may be held with less than 24 hours' notice in the case of an *actual* emergency. Such an emergency exists when, due to unforeseen circumstances, immediate action is necessary to avoid some serious consequences that would result from waiting until the required notice could be given. Prior to the emergency discussion or action, the public body must give as much notice as possible, announce the nature of the emergency, include those reasons in the minutes of the emergency meeting, and post a public notice within 24 hours declaring that an emergency session has been held and setting forth the agenda items covered.¹⁶ Third, notice of a meeting to consider ratification of a prior act taken in violation of the Law requires at least 72 hours' advance notice.¹⁷

Agendas

In addition to notice of the date, time, and place of the meeting, the Law requires that the notice include either an agenda of the matters to be discussed, considered, or decided at the meeting, or information on how the public may obtain a copy of the agenda. The agenda for a public meeting must list the "specific matters to be discussed, considered or decided,"¹⁸ and should contain "such information as is reasonably necessary to inform the public of the matters to be discussed or decided."¹⁹ Such items as "new business" or "old business" are insufficient unless the specific items of new or old business are identified.

Agendas for executive sessions must contain a "general description of the matters to be considered" and must "provide more than just a mere recital of the statutory provisions authorizing the executive session," but the agenda should not contain information that "would defeat the purpose of the executive session, compromise the legitimate privacy interests of a public officer, appointee or employee or compromise the attorney-client privilege."²⁰

The agenda may be made part of the public notice or, if the notice advises members of the public how they can obtain an agenda, then it can be distributed separate from the notice. In either case, the agenda must be made available at least 24 hours before the meeting, unless an actual emergency exists. The 24-hour period includes Saturday if the public has access to the physical posted location but excludes Sundays and holidays. Supporting documentation that is referred to in or made part of the agenda should be made available to the public in the same time frame to the extent possible. It may be appended to the actual agenda itself (provided the public can read it), or the agenda may advise the public where such supporting documentation can be obtained.

The agenda sets the parameters of what can be done during a public meeting. Only those items specifically listed on the agenda or matters related thereto may be discussed, considered, or decided.²¹ Two quasi-exceptions apply.

First, agendas may include a "summary of current events" item, during which any member of the public body or the chief administrator "may present a brief summary of current events without listing in the agenda the specific matters to be summarized."²² However, the public body may not propose, discuss, deliberate, or otherwise take legal action on such a matter at that meeting, unless that particular matter also has been specifically identified on the posted agenda.

Second, a public body may (but is not required to) put an "open call to the public" on its agenda to allow members of the public to address the public body on matters not otherwise listed on the agenda. The public body may impose reasonable time restrictions on speakers during "call to the public." However, the public may only raise issues within the jurisdiction of the public body, and members of the public body may not discuss or take legal action on new matters raised during an open call to the public. Members of the public body have four options: sit in silence or wait until "the conclusion of an open call to the public" and then respond to criticism, ask staff to review a matter, or ask that a matter be put on a future agenda so it can be discussed.²³

Website Postings

All public notices of meetings held by any public body of a city or town that maintains a website must be posted on the website. If the city or town does not maintain a website, the information can be posted on the League's website. The Open Meeting Law requires that cities and towns with populations in excess of 2,500 post on their website a statement showing legal actions taken by a city/town public body during a meeting or a recording of the meeting within three working days after the meeting. In addition, approved minutes of council meetings must be posted to the website within two working days of approval except for executive session minutes, which remain confidential. An exception to the time frame requirements is made for advisory committees and subcommittees. Those bodies must post a statement of legal action or a recording of their meeting within 10 working days of the meeting. Minutes must remain on the website for at least one year from the date posted.

Executive Sessions

The Law permits an executive session (a closed meeting) to be held only for seven limited purposes. In addition to the notice and agenda requirements set forth earlier, members of the public body must vote during a public meeting to agree to meet in executive session. The general public is properly excluded from an executive session. Only those "individuals whose presence is reasonably necessary in order for the public body to carry out its executive session responsibilities may attend the executive session."²⁴ The public body must instruct those present at the executive session that all matters discussed in the executive session, as well as the minutes, must be kept confidential.²⁵ Finally, no vote may be taken during an executive session. However, the public body may instruct its attorneys or representatives on the issues listed below under 4, 5, and 7. Any final action on an item discussed in an executive session must be taken when the public body reconvenes in a public meeting.²⁶

The only purposes for which an executive session discussion may be held are the following:

1. Personnel matters involving a specific position or individual (and these individuals must be given written notice at least 24 hours in advance in case they want to be discussed in open session).²⁷ The employee being discussed may be invited to attend but has no right to do so. Personnel matters are extremely sensitive, and there may be other laws and city charter provisions that will apply to these discussions. It is critically important that your legal counsel be consulted.
2. Confidential information specifically exempt by law from public inspection.
3. Legal advice provided by the public body's attorney.²⁸
4. Discussion with the public body's attorney regarding pending or contemplated litigation, settlement discussions to avoid or resolve litigation, or contract negotiations.

5. Instruction of designated representatives concerning salary and compensation negotiations with employee organizations.
6. International and interstate negotiations, and negotiations by a city or town with a tribal council located within or adjacent thereto.
7. Instruction of designated representatives concerning negotiations for the purchase, sale, or lease of real property.²⁹

Improper use of the executive session provision is one of the most common types of Open Meeting Law violations. Therefore, a public body, with the assistance of its attorney, should establish a clear procedure to use before holding an executive session.

Minutes

All public bodies must take and retain written minutes or a recording of all meetings.³⁰ The minutes or a recording of all public meetings must include, at a minimum, the following:

1. The date, time, and place of the meeting.
2. The members of the public body recorded as either present or absent.
3. A general description of the matters discussed or considered.
4. An accurate description of all legal actions proposed, discussed, or taken, and the names of members who proposed each motion.
5. The names of persons making statements or presenting material to the public body and a reference to the specific legal action addressed by the person.
6. Sufficient information to permit further investigation of the background or specific facts of a decision if the discussion in the public session does not adequately disclose the subject matter and specifics of the action taken.
7. In case of an actual emergency, a statement setting forth the reasons necessitating a discussion, consideration, or decision without the matter being placed on an advance agenda.
8. In case of ratification, a copy of the required disclosure statement.

The minutes of executive sessions must contain the information described in 1, 2, 3, and 7 above, and an accurate description of all instructions given in an executive session and such other matters as may be deemed appropriate by the public body.³¹

The minutes or a recording of any meeting (*except* an executive session) must be available for public inspection no later than three working days after the meeting.³² In addition, for cities and

towns with populations in excess of 2,500, a statement showing legal actions taken by a city/town public body at a meeting must be posted within three days of the meeting and approved minutes of council meetings must be posted to the city/town website within two working days of approval except for executive session minutes which are confidential. Advisory committees and subcommittees have ten working days to post a statement of legal action or a recording of their meeting on the website.

Minutes must be taken in executive sessions and must be kept confidential except from the members of the public body that met in executive session; the officers, appointees, or employees who were the subject of discussion in a personnel executive session; the auditor general when conducting an audit; or the attorney general or county attorney when investigating alleged violations of the Law.³³ If the public body wishes to exclude all staff from attending the executive session, then the minutes should be kept or recorded by a member of the public body.

In addition to written or recorded minutes of the meeting, the Law provides that any part of a public meeting may be recorded by any person in attendance by means of a tape recorder, camera, or other means of sonic reproduction as long as there is no active interference with the conduct of the meeting.³⁴

E-Mail and Other Social Media Violations

The Law applies to all meetings of a public body, whether a quorum gathers “in person or through technological devices.”³⁵ Therefore, you should be extra careful when communicating with any other council members – even less than a quorum – via technology, such as by telephone or e-mail. This includes serial discussions where you communicate with one member and that member speaks to another, etc. Otherwise, you may find that you have violated the Law.

A “meeting” occurs when a quorum of a public body “gathers” and takes any one of four actions: discusses legal action, proposes legal action, takes legal action, or deliberates with respect to any such actions. An attorney general opinion notes that the simple act of a public body member sending out a single e-mail to a quorum of the public body could violate the Law if the e-mail proposes legal action.³⁶ Moreover, “[t]hree of these activities [to discuss, deliberate, or take action] necessarily involve more than a one-way exchange between a quorum of a public body,” so even the simple act of a member of the public body responding to, exchanging, or otherwise circulating e-mails regarding legal action among a quorum could be interpreted as a violation of the Law.³⁷ Therefore, you should be extra cautious whenever communicating with other council members using e-mail or other technological devices.

To help public bodies comply with the Law, the attorney general recommended that, while it is not legally required, members of public bodies who send e-mails to each other might want to include the following language in their e-mail message to remind colleagues that replying or

circulating an e-mail to others could be construed as discussing, deliberating, or taking legal action:

“To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other board (council) members and board (council) members should not reply to this message.”

For similar reasons, the attorney general advised that staff might want to use the following language:

“To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other members of the public body. Members of the public body may reply to this message, but they should not send a copy of the reply to other members.”

Your city or town should adopt a policy governing social media and consider the provisions of the Open Meeting Law in drafting the policy. Discussions among members of a public body via blogs, tweets, Facebook and similar social media are subject to the Open Meeting Law in the same manner as e-mail.

Ratification

A public body may ratify legal action that may have been taken in violation of the Law. Ratification is appropriate when the public body needs to validate retroactively a prior act in order to preserve the earlier effective date of the action.

Ratification merely validates the prior action. It does not eliminate liability of the public body or others for violation of the Law.

All legal action transacted during a meeting held in violation of the Law is null and void unless ratified. The procedure for ratification is prescribed in A.R.S. § 38-431.05(B). It is a detailed and complicated procedure that must be followed carefully, “within thirty days after discovery of the violation,” and with advice by the public body's attorney.

Sanctions

All legal action transacted by any public body during a meeting held in violation of the Open Meeting Law is null and void unless the ratification procedure discussed above is utilized.³⁸ However, the Open Meeting Law does not render null and void all legal action taken at a meeting at which an Open Meeting Law violation occurs if the violation involves only a single improperly noticed agenda item.³⁹ The Law can be enforced against a member of a public body and any person who knowingly aids, agrees to aid, or attempts to aid anyone in violating the Law.⁴⁰ Any person affected by an alleged violation, the attorney general, or the county attorney

for the county in which an alleged violation occurred, may file an action and obtain civil penalties of up to \$500 for each violation, plus attorney's fees and court injunctions against the offending public body or public official. If the court finds that a public officer (in this report the term "public officer" includes elected and appointed officials of a city or town) intentionally violated the Law, the court may remove the officer from office and assess him or her personally with the attorney's fee award. Moreover, a member of a public body shall not direct staff to communicate in violation of the Law. ⁴¹

In addition to enforcement of the Open Meeting Law by the attorney general's office, the state ombudsman-citizens aide has been given investigative authority for alleged violations of both the Open Meeting Law and Public Records Law. The ombudsman may investigate, hold hearings, and issue subpoenas if necessary to compel testimony or evidence when the city or town has failed to produce information when requested. The ombudsman's office is also charged with the responsibility of providing educational programs on both laws and providing educational materials regarding the public access laws. ⁴²

CONFLICT OF INTERESTS

One of the most misunderstood phrases in the media today is: conflict of interests. The phrase carries such negative connotations, and yet it is only natural, in our system of part-time citizen legislators, for elected and appointed officials to face potential conflict of interests situations. It is not "bad" to have a conflict of interests, but it is illegal to fail to declare a conflict of interests under Arizona law or to participate or otherwise be involved in discussions on issues or contracts where such a conflict exists.

This portion of the report may help you identify potential conflicts of interests and how you may avoid violations of this state law, which is one of the most complicated set of laws on the books. To understand its effect on your actions we suggest you discuss the law and your particular situation with your own private attorney, or your city or town attorney. You should also discuss with relatives (see definition below) their various business dealings so you do not inadvertently discuss or vote on a matter where your relative has a substantial interest. **FIND OUT AHEAD OF TIME WHAT YOUR CONFLICTS ARE!**

Applicability

The Conflict of Interests Law covers all public officers and employees of incorporated cities and towns. This includes the mayor, council members, and members of all appointed boards and commissions (parks, planning and zoning, libraries, etc.); the city manager, his or her appointees, and all consultants; and full-time, part-time, and contractual employees of the city or town.

The Conflict of Interests Law is also applicable when the private interests of a public official's or public employee's relative are under consideration. **The law broadly defines a relative to be not only a husband or wife, child, grandchild, parent, grandparent, brother or sister (and their spouses) but also the following in-laws: brothers, sisters, parents, and the child of a spouse.**⁴³ All other relatives, whether by blood or marriage, are not subject to the restrictions of this law.

Conflict of Interests Defined

The Conflict of Interests Law distinguishes between interests that are "remote" and those that are "substantial."⁴⁴

Essentially what it says is that remote interests are so minor that they do not constitute illegal conflicts of interests, and that any interest which is not remote, as detailed in state law, is a substantial interest. If you have only a "remote interest" in a matter before the council, then you can vote and participate in the discussion. Here is what the law defines as a remote interest.

REMOTE INTERESTS exist when the public officer or employee or a relative is:

1. A nonsalaried officer or member of a nonprofit corporation. Thus, being a nonsalaried officer or a member of a nonprofit health agency doing business or requesting a grant from the city or town technically would not constitute a conflict.
2. The landlord or tenant of a contracting party. For example, a council member may lease office space to a party that has a private interest in a public matter without it resulting in a conflict of interests.
3. An attorney of a contracting party. For attorneys who serve on council or as a member of any other public body or as employees of a public body there may be State Bar ethics rules, which could restrict their actions.
4. A member of a nonprofit cooperative marketing association.
5. The owner of less than 3 percent of the shares of a corporation with an interest in a matter with the city or town, provided that:
 - a. Total annual income from dividends, including the value of stock dividends, does not exceed 5 percent of the officer's or employee's total annual income; and
 - b. Any other payments made to the officer or employee by the corporation do not exceed 5 percent of the officer's or employee's total annual income.
6. Being reimbursed only for actual and necessary expenses incurred in performance of official duties.

7. Receiving municipal services on the same terms and conditions as if the person were not an officer or employee of the municipality. Thus, when a council member who owns a business within the city or town votes for or against an increase in the business license tax, a conflict would not exist because this action would apply to all businesses in the corporate limits.
8. An officer or employee of another political subdivision, a public agency of another political subdivision, or any other public agency unless it is the same governmental entity being served who is voting on a contract or decision which would not confer a direct economic benefit or detriment upon the officer. Thus, a council member who is a school teacher may vote to enter into an intergovernmental agreement with the school district, unless such agreement would confer some direct economic benefit, such as a salary increase, upon the council member.
9. A member of a trade, business, occupation, profession, or class of persons and has no greater interest than the other members of that trade, business, occupation, profession, or class of persons. A class must consist of at least 10 members to qualify the interest as remote.

SUBSTANTIAL INTEREST is defined in this law as any pecuniary or proprietary interest, either direct or indirect, other than those that are remote.⁴⁵ In general, a conflict of interests will result when an officer or employee of a city or town or relative of an officer or employee is involved in substantial ownership or salaried employment with a private corporation doing business with the city or town. For example, if a council member owns or is employed by a lumberyard selling to the city, then a conflict may exist. On the other hand, if the council member is the lawyer for that lumberyard, or if the council member leased land to the lumberyard, then it is possible that no conflict exists.

A public officer or an employee may sell equipment, material, supplies, or services to the municipality in which the officer or employee serves if this is done through an award or contract let after public competitive bidding.⁴⁶ An exception to this law allows cities and towns to purchase supplies, materials, and equipment from a member of the council without going to public competitive bid as long as the single transaction does not exceed \$300 and the annual total of such transactions with a member of the council does not exceed \$1,000.⁴⁷ The city or town must adopt a policy governing such purchases and must approve this policy on an annual basis. All transactions above these limits must take place as a result of public competitive bidding. However, the city or town officer or employee would not be allowed to influence the bidding process in any way and must make known in a timely manner such interest in the official records of the city or town.

The attorney general has concluded that there is no statutory restriction on a school board member or employee bidding on property being sold by the district, as long as the board member or employee publicly discloses such interest in the property being sold and refrains from participating in any manner in the decision to sell the property.⁴⁸

Additional Provisions

The Conflict of Interests Law also contains the following restrictions on the activities of public officers and employees that should be reviewed with your city or town attorney.

1. When a public officer or employee has been directly concerned or has exercised "administrative discretion" in an issue, that officer or employee may not represent another person before an agency of the city or town on the same issue and receive compensation for such representation. This restriction extends to 12 months after termination of office or employment with the city or town.⁴⁹
2. During the period of a public officer's term or employee's employment and for two years thereafter, a public officer or employee shall not disclose or use for the officer's or employee's personal profit, without appropriate authorization, any information acquired by the officer or employee in the course of the officer's or employee's official duties that has been clearly designated to the officer or employee as confidential and preserving its confidentiality is necessary for the proper conduct of government business. A public officer or employee cannot disclose or use confidential information obtained during the term of office or employment.⁵⁰
3. A public officer or employee cannot receive any compensation (other than as provided by law) for performance of services in any case, special proceeding, application, or other matter pending before any agency of the city or town.⁵¹
4. A public officer or employee cannot use or even attempt to use his or her position to obtain anything of value that normally would not be received in the performance of official duties. Something is considered to have "value" when it exerts a "substantial and improper" influence on the duties of the public official.⁵²

The State Bar of Arizona has placed another restriction on local elected officials who are lawyers. The State Bar ruled that attorneys on city or town councils cannot represent clients in the city or town's courts.⁵³ However, the Arizona Supreme Court has ruled that attorneys on city and town councils may represent clients in superior court in cases that involve members of the police department in such council member's city as adverse witnesses.⁵⁴

Declaration of a Conflict

When a public officer or employee (or their relative) has a substantial interest in any decision of, or contract, sale, purchase, or service, to their city or town, the public officer or employee must:

1. Refrain from participating in any manner (voting, discussing, or in any way attempting to influence) in their capacity as an officer or employee a decision of the governing body or agency of the city or town; and

2. Make the substantial interest known in the official records of the city or town. For a member of the council, this can be done by either declaring at a council meeting that a conflict of interests exists and having this declaration officially entered in the minutes or filing a written declaration with the city or town clerk. For an employee who faces a conflict of interests situation, the employee should file a letter with the manager or clerk declaring in writing that a conflict exists. Both officers and employees with a substantial interest must refrain from participating in any manner as an officer or employee in the decision or issue.⁵⁵ As a best practice, you should file notice with the clerk as soon as you become aware of the conflict.

The provisions of state law relating to conflict of interests, specifically the requirement that members of the council refrain from participating in or attempting to influence a decision in which they have a substantial interest, may preclude the council from acting as required by law in its official capacity. For example, this situation may occur when a majority of the members of the *entire* council (not just those present at a particular meeting) have a substantial conflict of interests. To address this potential problem, state law provides that if the conflict of interests statutes prevent a public body from acting as required by law in its official capacity, such action shall be allowed if the members of the public body with the apparent conflicts make known their substantial interests in the official records of the public body.⁵⁶ For example, each affected council member should state that he or she has a substantial interest in the issue before the council, and then make sure it is recorded in the official minutes of the meeting. Such statement should be made at the beginning of any discussion of the issue by the council. This process can be tricky, so seek legal counsel before proceeding.

Legal Opinions

If you ask your city or town attorney for an opinion on conflict of interests, the request is confidential. However, formal final opinions are a matter of public record and must be filed with the city or town clerk.⁵⁷ This filing requirement does not apply to verbal communications between a mayor or council member and the city/town attorney. In addition, no city/town public officer or employee is personally liable for acts done in his official capacity in good faith reliance on written opinions of the city or town attorney of the city or town where they serve.

Filing of Disclosures

The clerk must maintain a special file for all disclosures of conflicts of interests. One method to comply with this requirement would be to place a separate copy of the council meeting minutes when a conflict is declared in a special file labeled "Conflict of Interests Disclosures."

Penalties

A public officer or employee who intentionally or knowingly conceals or fails to disclose any substantial interest or engages in any of the activities prohibited by A.R.S. § 38-503 through 38-505, is guilty of a class 6 felony, plus a conviction will automatically forfeit office. A public officer or employee who negligently or recklessly violates the Conflict of Interests Law by failing to disclose a substantial interest or engaging in the activities prohibited by A.R.S. § 38-503 through 38-505, is guilty of a class 1 misdemeanor. Any person affected by a decision of a public agency where a conflict of interests is alleged may bring a civil suit in superior court, which may order equitable relief including attorney's fees to the prevailing party. In addition, any contract made in violation of the law may be voided by action of the city or town.⁵⁸ **WHEN IN DOUBT ABOUT POTENTIAL CONFLICTS, ASK YOUR ATTORNEY!**

PUBLIC RECORDS⁵⁹

Arizona's Public Records Law is an odd paradox. On the one hand, the sweeping language of its core provisions makes the law appear to be straightforward and simple. On the other hand, the hundreds of exceptions in other statutes and judicial decisions can make application of the law rather complex at times. Given this unique blend of simplicity and complexity, you should learn the following basics, but then seek immediate assistance if you directly receive a request for public records.

Simple and Sweeping

Arizona's Public Records Law commands that "[p]ublic records and other matters in the custody of any officer shall be open to inspection by any person at all times during office hours."⁶⁰ The law applies to, among others, officers of cities and towns.⁶¹ The definition of "public records" is quite sweeping, so the law reaches not only paper items (including "all books, papers, maps, photographs or other documentary materials"), but also all other information "regardless of physical form or characteristics, including ... items produced or reproduced on film or electronic media."⁶² E-mail generated or maintained on a government e-mail system are public records but purely personal e-mails may be exempted from disclosure.⁶³ Likewise, e-mails on a personal computer relating to official business may also be public records. Use of social media such as Facebook and Twitter may also create public records depending on the subject matter. The recommendation for a social media policy for compliance with the Open Meeting Law applies to the Public Records Law as well. Assume anything you make a record of, in any format, related to your position as a public officer or employee is a public record.

The Arizona Supreme Court has ruled that a public record maintained in an electronic format includes not only the information normally visible upon printing the document but also any

embedded metadata.⁶⁴ The court has also indicated if the record is maintained electronically, in most cases it must be provided in that format.

Sometimes the law specifically details what is a public record. For example, disciplinary records involving public officers or employees of a public body must be open to inspection and copying unless inspection or disclosure of the records or information in the records is contrary to law.⁶⁵ Importantly, if any doubts exist about whether a member of the public can see a particular document, courts have declared that public records are “presumed open to the public for inspection.”⁶⁶

Complex Maze of Exceptions

That presumption of openness, however, is just a presumption and not an absolute rule. Indeed, the Arizona Supreme Court has recognized three sets of exemptions to the sweeping presumption of openness: when confidentiality restrictions apply, when privacy interests of individuals outweigh the public’s right to know, or when the best interests of the government outweigh the public’s right to inspection.⁶⁷

First, Congress and the Legislature have enacted hundreds of confidentiality exceptions to the Public Records Law. Often buried in obscure niches of federal and state statute books, these confidentiality restrictions usually are designed to protect the public at large (*e.g.*, prevent disclosure of the vulnerability of certain facilities to sabotage or attack),⁶⁸ guard the safety of certain individuals (*e.g.*, prevent disclosure of the home addresses and telephone numbers of a long list of public officials including judges, prosecutors, public defenders, peace officers, border patrol agents, code enforcement officers, law enforcement support staff and victims of domestic violence, stalking, or harassment),⁶⁹ and protect against identity theft (*e.g.*, prevent disclosure of social security numbers).⁷⁰ Note that you do not have independent authority to promise that documents will be protected as confidential.⁷¹

Secondly, privacy interests may protect certain information in public records from being released. For example, the Arizona Supreme Court declared that a public teacher’s birth date could be withheld from public inspection, based on the court’s recognition that such personal identifying information could be combined with other information, which in turn could lead to identity theft.⁷²

Finally, a record may be withheld from public inspection when disclosure would be detrimental to “the best interest” of the government. The Arizona Court of Appeals clarified this otherwise broad exemption when it noted that while “public records are presumed open to the public for inspection,” certain records may be withheld if “the public official can demonstrate a factual basis why a particular record ought not be disclosed to further an important public or private interest.”⁷³ Note that the burden is on the public official to prove that the record should be kept from the public rather than on the person seeking the record.

Steps to Comply

Public officials should keep the following seven steps in mind to comply with public records requests.

Step One: Properly Maintain Public Records. Arizona law imposes duties on public officers even before they receive a request to produce public records for inspection. For example, the law mandates that “[a]ll officers and public bodies shall maintain all records . . . reasonably necessary or appropriate to maintain an accurate knowledge of their official activities and of any of their activities which are supported by monies from the state or any political subdivision of the state.”⁷⁴ Moreover, “[e]ach public body shall be responsible for the preservation, maintenance and care of that body's public records and each officer shall be responsible for the preservation, maintenance and care of that officer's public records. It shall be the duty of each such body to carefully secure, protect and preserve public records from deterioration, mutilation, loss or destruction, unless disposed of pursuant to” an authorized document retention policy.⁷⁵

Step Two: Seek Assistance. With the exceptions to the Public Records Law ever evolving and sometimes “hidden” in statute books and judicial decisions, application of Arizona’s Public Records Law can be complex. Therefore, if you ever receive a request for a public record, then the best practice is to seek help immediately from staff members who are more familiar with the law. Staff members, in turn, should contact their legal counsel for guidance to avoid problems.

Step Three: Receiving a Public Records Request. The law allows “any person” to request access to a public record. Importantly, the law does not require people to identify themselves when they are seeking access to public records. Nor do they have to identify why they want to see the record.

Step Four: Act “Promptly.” The law declares that “[a]ccess to a public record is deemed denied if a custodian fails to promptly respond to a request for production of a public record,” although the law does not define precisely what “promptly” means.⁷⁶ Denying access to a public record exposes the public body to liability, so reasonable efforts must be made to provide the requested documents “promptly.”

Step Five: Inspection and Copying. Members of the public actually have rights relating to public records. They have a right to “inspect” those documents, which essentially means they may “examine” or “look at” the requested records.⁷⁷ (A court still may review the withheld documents and order them disclosed.) If a person wants, they are entitled to get “copies, printouts or photographs” of the records, which must be provided “promptly.” As noted above if the records are maintained electronically, they must be provided electronically.

Certain records may contain information that legitimately should be withheld from public inspection. In those situations, the information that is confidential, private or harmful to the best interest of the government should be withheld but the rest of the record should be made available to the person requesting the public record.⁷⁸

Step Six: Recovering Costs. Searching for and making copies of public records costs time and money. The law recognizes two categories of requestors and limits what each may be charged. When a person requests public records for a “commercial purpose” – for example, obtaining lists of names to try to sell insurance – then the public body may charge a “reasonable fee” for both the time searching for the records and the actual cost of the copying.⁷⁹ When, however, the request is not for a commercial purpose, then the public body may charge only for the cost of the copying; it is not authorized to charge for the cost of searching for the records. There is an exception to the right to impose any charge for records and it covers crime victims. A victim of a crime or the immediate family of the victim if the victim is killed or incapacitated is entitled to a free copy of the police report from the investigative law enforcement agency as well as the minute entry or portion of any court proceeding which is necessary for the person to pursue a claimed victim’s right.⁸⁰ There is also an exception for issuing certified copies of public records or searching for them when they are to be used in connection with a claim for a pension, allotment, allowance, compensation, insurance or other benefits to be received from the United States.⁸¹

Note: Because of the First Amendment, requests by journalists are not considered to be for a commercial purpose.

Step Seven: Mailing. The law allows a person to “request that the custodian mail a copy of any public record not otherwise available on the public body’s website to the requesting person. The custodian may require any person requesting that the custodian mail a copy of any public record to pay in advance for any copying and postage charges.”⁸²

Violations

Violations of the Public Records Law come in two forms: “governmental” violations and “personal” violations.

“Governmental” violations occur when the government (operating through public officials and employees) fails to comply with the Public Records Law by, for example, refusing to produce public records, purposefully delaying the release of public records, refusing to release records based on speculation that they may contain information that does not need to be produced,⁸³ or overcharging for copies of public records.⁸⁴ The court may award attorney’s fees and other legal costs that are reasonably incurred in any action under the Public Records Law if the person seeking public records has substantially prevailed.⁸⁵ Additionally, “[a]ny person who is wrongfully denied access to public records pursuant to this article (the Public Records Law) shall have a cause of action against the officer or public body for any damages resulting from the denial.”⁸⁶

“Personal” violations occur when, for example, a public officer or employee releases confidential information that is protected from disclosure by statute,⁸⁷ steals or in an unauthorized way removes, secretes, mutilates, or defaces a public record,⁸⁸ or otherwise

“tamper with a public record” by destroying, altering, or falsifying a public record.⁸⁹ The penalties for personal violations can range from removal from office and imposition of civil penalties to being convicted of a class 4, 5, or 6 felony.

Practical Tips

To avoid problems, you might want to keep the following three tips in mind. First, whenever creating documents (including informal writings, such as e-mail, which are subject to the Public Records Law⁹⁰), presume they will be public records available for inspection, copying, and printing on the front page of the local newspaper. Therefore, be as careful with the tone and language of the document as you are with the substantive accuracy of your writing.

Secondly, don't “tamper” with a public record – by destroying it, backdating it, hiding it, altering it (such as erasing or changing portions of it), or otherwise falsifying it. Each of these acts is a crime in Arizona. Redaction of confidential portions of a record may be permissible, but you should consult with your city or town attorney on what is appropriate.

Thirdly, whenever you receive a request for a public record, it is a sound practice to immediately seek help from staff.

INCOMPATIBILITY OF OFFICES

On many occasions, local officials have asked the League whether a public official may hold two or more public offices at one time. In response to these requests, we compiled the following information to help in determining when two or more public offices may be incompatible.

Early Concepts of Incompatible Offices

Arizona's law prohibiting the holding of incompatible offices can be traced, in large part, to early English common law. Offices were said to be incompatible or inconsistent if:

1. The main duties of the two offices could not be carried out with care and ability; or
2. One office is subordinate to and interferes with the other office such that the duties of the two offices cannot be performed at the same time with "impartiality and honesty."

Very few laws, if any, have been based upon the first principle. Apparently, it has been difficult to determine when an individual fails to execute the duties of two public offices with "care and ability." The second principle mentioned above has been the basis for most Arizona law on the incompatibility of public offices.⁹¹

State Laws and Interpretations

From Arizona's Constitution and statutes, and interpretations by the attorney general and the League's general counsel, we have compiled a list of legal provisions focusing on the issue of incompatible public offices.

Arizona State Constitution

1. No member of the Legislature may hold any other office or be employed by the state or any county, city, or town, except a legislator may also be a school board member or a teacher.⁹²
2. Incumbents of a salaried elective office may not "offer" themselves for nomination or election to any salaried local, state, or federal office unless during the final year of their term. However, an incumbent may resign and then run for another office.⁹³
3. Justices of the peace may hold the additional position of police magistrate in incorporated cities and towns.⁹⁴

State Statutes

1. A public official may not hold two salaried public offices at the same time. However, elected officials in the final year of their term of office may offer themselves for nomination to another elected office. The point in time at which an elected official is determined to have offered herself or himself for nomination or election to another public office is upon the filing of nomination papers or upon formal declaration of candidacy for such office, whichever occurs first.⁹⁵
2. Mayors, aldermen, or council members cannot receive any compensation from the city or town during the term of office for which they were elected in addition to the compensation paid to them as elected officials.⁹⁶ As a result, city and town elected officials cannot hold any other paid public office with the city or town. In the opinion of our League general counsel, this provision also prevents a mayor or council member from resigning office and accepting another compensated position with the municipality prior to the end of the term of office for which the person was elected.⁹⁷
3. Public defenders employed by the county may also serve as public defenders for a city or town. State law requires the city or town to reimburse the county for the public defender's services.⁹⁸
4. Members of the State Personnel Board and most state employees cannot be candidates for nomination or be elected to any paid public office, nor may they take part in managing a political party or political campaign.⁹⁹ Certain state employees are exempted

from these restrictions, so we suggest that you discuss individual cases with your city or town attorney.

5. A person may not be a candidate for more than one public office if the elections for the offices are held on the same day and the person would be prohibited from serving both positions simultaneously.¹⁰⁰

City Charter Provisions

If you are holding office in a charter city, there may be additional limitations placed on your ability to hold other public offices. We suggest you consult the charter or your city attorney on any such provisions.

Attorney General Opinions

The attorney general has issued a number of opinions on the topic of incompatibility of office. Of particular interest to cities and towns:

1. State employees subject to the State Personnel Commission may not hold the position of city or town council member, if the council position is compensated.¹⁰¹
2. The positions of school board member and council member could be held by the same individual because the school board position was uncompensated.¹⁰²
3. A legislator may not assume an elective office in a charter city during the legislative term for which he or she was elected.¹⁰³
4. The duties of a county supervisor are not inherently inconsistent with the duties imposed on a member of the Arizona Board of Regents.¹⁰⁴

League General Counsel Opinions

The League's general counsel has been requested on a number of occasions to issue opinions on possible instances of incompatible offices. The following is a list of these opinions:

1. One individual in a non-chartered city cannot hold the positions of mayor and city or town magistrate at the same time.¹⁰⁵
2. The compensated positions of city alderman and volunteer fireman could not be held at the same time by one individual because aldermen can only receive the specific compensation designated by law for their service as aldermen.¹⁰⁶

3. A magistrate, during absence from his post, may request another magistrate or justice of the peace from a neighboring city or town to serve in his post. The city or town should, however, adopt an ordinance authorizing this arrangement.¹⁰⁷
4. The general counsel of the League also suggests that the offices of town manager and police magistrate not be held by one individual.

Before an employee accepts another public office, local ordinance provisions and personnel rules and regulations should be consulted. For particular employees there may be departmental regulations that also govern such activities.

NEPOTISM

As a city or town official, you must exercise caution when your relatives are being considered for appointment to offices or positions of employment with the city or town. Arizona's anti-nepotism statute prohibits public officials from appointing their relatives to offices or positions of employment compensated from public funds.¹⁰⁸

Specifically, any executive, legislative, ministerial, or judicial officer cannot appoint or vote for (or even suggest, arrange, or be a party to) the appointment of a relative who is related by blood or marriage "within the third degree" to a paid office or position of employment. Public officers of a city or town subject to this restriction would include mayors, council members, appointed officials, and department heads.

As mentioned above, the law prohibits the appointment of relatives by blood or marriage "within the third degree." To apply this law accurately, there is a method to compute whether a person is related within what is legally defined as the "third degree." In summary, this method of computation would prohibit a public officer from appointing or participating in the appointment of the following in-laws or blood relatives: a husband or wife, brother or sister, parent or child, great grandparents, grandparents, grandchildren, great grandchildren, uncles or aunts, and nephews or nieces.¹⁰⁹ To illustrate, the attorney general found that the wife of a justice of the peace could be appointed by her husband to perform the function of setting bail.¹¹⁰ This opinion was based in part on the fact that the public official's wife was not compensated for these duties. In another attorney general's opinion a justice of the peace could not appoint his wife's sister to a compensated position of clerk without violating this law.¹¹¹

One important question is whether a city or town employee can continue employment after a relative within the third degree has assumed a position on the city or town council or some other position with appointment authority. In addressing a situation of this nature, the general counsel of the League was of the opinion that an employee could continue employment even though a relative was elected to the city or town council.¹¹² However, if a situation arises where the employee's appointment or reappointment is placed before the council, the relative on the council should not participate in any way in that decision.¹¹³

The council-manager form of government or the existence of a merit system also affect the application of the anti-nepotism law because the law does not prohibit the appointment or employment of a relative, but rather governs the participation of the related public official in the decision-making process. If there are questions that relate to nepotism, we suggest that you discuss these with your local city or town attorney. In most instances, questions of nepotism can be clarified quickly due to the precise nature of this law.

FINANCIAL DISCLOSURE

State law requires elected officials, including those appointed to elective office, to file an annual financial disclosure statement.¹¹⁴ Since 1984, cities and towns have been required to adopt standards of financial disclosure consistent with the standards imposed for state elected officials.¹¹⁵

The annual financial disclosure statement is due each year on January 31 covering the immediately preceding calendar year. The city or town clerk should make the forms available to meet this filing requirement.¹¹⁶ Candidates for city or town office must file the financial disclosure statement covering the preceding 12-month period when nomination papers are filed.¹¹⁷

The law requires elected public officials to disclose personal financial data including information on members of the “household” (defined as the public official's spouse and any minor child of whom the official has legal custody). Information on business holdings is required under certain circumstances. Property owned by the official or a member of the official's household must also be reported (with certain exceptions).

The report must be filed with the city or town clerk and is available for public inspection. Failure to file or filing a false or incomplete financial disclosure statement, if done knowingly, is a class 1 misdemeanor.¹¹⁸

LIMITS ON ENTERTAINMENT

In 2000, the Legislature extended part of the state’s lobbying laws to prohibit certain entertainment for local officials if paid by compensated lobbyists. The law provides that it is illegal for a compensated lobbyist to offer and for a member of a city or town council (as well as other local governing bodies) to accept “an expenditure or single expenditure for entertainment.”¹¹⁹

Careful attention to these three parts – the giver, the recipient, and the outlawed gift – is important because violations may result in criminal and civil penalties.¹²⁰ As for the giver, the law applies to “a person who for compensation attempts to influence the passage or defeat of

legislation, ordinances, rules, regulations, nominations and other matters that are pending or proposed or that are subject to formal approval by the corporation commission, a county board of supervisors, a city or town governing body or a school district governing board or any person acting on that person's behalf." So even if the people offering entertainment do not call themselves "lobbyists," the law still applies if they are compensated to do any of the things listed. Next, as for the receiver, the law applies in the city and town context to city/town elected officials (whether elected or appointed), but not directly to city or town staff (although local ordinances or policies might).¹²¹

Third, the law prohibits giving or receiving "entertainment," which is defined to mean "the amount of any expenditure paid or incurred for admission to any sporting or cultural event or for participation in any sporting or cultural activity."¹²² As written, the ban prohibits not only receiving tickets to attend a sporting or cultural event, but also having a compensated lobbyist pay for your participation in any cultural or sporting event. In other words, a compensated lobbyist may not offer – and council members cannot accept – tickets to sporting or cultural events (such as baseball, basketball, football, hockey, or soccer, or any other sports at any level – professional, college, or local – or art gallery, ballet, movie, opera, theater, or anything else). Nor may they offer to pay or you allow or accept their payment for your "participation" in "sporting or cultural" activities such as golf, fishing, hunting, bowling, yoga, painting, ballet, or any other activity.

CONCLUSION

Accepting a position as a public official may introduce a number of complex and confusing legal situations into an individual's life. This report has tried to shed some light on selected areas of law that place restrictions and requirements on the activities of public officials in Arizona cities and towns. If the report has raised questions, please do not hesitate to contact the League office. However, we emphasize the importance of consultation with your personal attorney or the city or town attorney on specific questions regarding all of the subjects discussed in this report.

ENDNOTES

1. To read the state statutes on the Open Meeting Law see A.R.S. § 38-431 through 38-431.09.
2. A.R.S. § 38-431.09.
3. A.R.S. § 38-431.01(G). The Open Meeting Law information from the attorney general's office can be accessed at www.azag.gov and on the city/town website. The Arizona ombudsman - citizens' aide office also produces a helpful publication on the requirements of the Open Meeting Law. It can be accessed at www.azoca.gov.
4. A.R.S. § 38-431.01(A). The Open Meeting Law grants the public the right to attend and listen to a public body's deliberations and proceedings. See Attorney General Opinions I83-049 and I84-133. This includes the right to know exactly how each individual council member votes on an issue. A superior court has ruled that a secret ballot procedure used to select the mayor from the common council violates the Open Meeting Law. See *Mohave County Attorney v. Common Council of the City of Kingman* (No. SA-140, June 14, 1983).
5. A.R.S. § 38-431(4).
6. A.R.S. § 38-431.09.
7. Attorney General Opinion I07-013.
8. A.R.S. § 38-431(6).
9. For a discussion of the applicability of the Open Meeting Law to advisory committees and special boards created by political subdivisions see Attorney General Opinions I92-007 and I07-001.
10. A.R.S. § 38-431.02(A).
11. A.R.S. § 38-431.02(A)(4).
12. A.R.S. § 38-431.02(F).
13. A.R.S. § 38-431.02(C).
14. A.R.S. § 38-431.02(B).
15. A.R.S. § 38-431.02(E).
16. A.R.S. § 38-431.02(D),(J).
17. A.R.S. § 38-431.05(B)(4).
18. A.R.S. § 38-431.02(H).
19. A.R.S. § 38-431.09. The Open Meeting Law does not specifically prohibit a public body from considering agenda items in an order different from that appearing on the agenda. However, when changing the order of discussion, it must be done in a way that is not designed to deny any member of the public the opportunity to listen to the discussion of any agenda item. See Attorney General Opinion I83-56.
20. A.R.S. § 38-431.02(I).

21. A.R.S. § 38-431.02(H).
22. A.R.S. § 38-431.02(K).
23. A.R.S. § 38-431.01(H).
24. A.R.S. § 38-431(2).
25. A.R.S. § 38-431.03(C).
26. A.R.S. § 38-431.03(D). See also *Johnson v. Tempe Elementary School Dist. Governing Board*, 199 Ariz. 567, 20 P.3d 1148 (court of appeals dismissed a public body’s appeal as improper when the public body instructed its attorney in an executive session to file an appeal but then failed to confirm that instruction in public with a proper formal vote).
27. A.R.S. § 38-431.03(A)(1). The other exceptions are also set forth in A.R.S. § 38-431.03(A).
28. Only legal advice, not policy discussions, may be discussed. See *City of Prescott v. Town of Chino Valley*, 166 Ariz. 480, 803 P.2d 891.
29. See *Tanque Verde Unified School Dist. v. Bernini*, 206 Ariz. 200, 76 P.3d 874 (affirming that a public body violated the Open Meeting Law by conducting a site selection process in an executive session).
30. A.R.S. § 38-431.01(B).
31. A.R.S. § 38-431.01(C).
32. A.R.S. § 38-431.01(D).
33. A.R.S. § 38-431.03(B).
34. A.R.S. § 38-431.01(F).
35. A.R.S. § 38-431(4).
36. Attorney General Opinion I05-004 (“Board members must ensure that the board’s business is conducted at public meetings and may not use e-mail to circumvent the OML (Open Meeting Law) requirements. ... While some one-way communications from one board member to enough members to constitute a quorum would not violate the OML, an e-mail by a member of a public body to other members of the public body that proposes legal action would constitute a violation of the OML.”).
37. Arizona Agency Handbook § 7.5.2 produced by the Arizona attorney general’s office. (“Public officials may not circumvent public discussion by splintering the quorum and having separate or serial discussions.... Splintering the quorum can be done by meeting in person, by telephone, electronically, or through other means to discuss the topic that is or may be presented to the public body for a decision.”)
38. A.R.S. § 38-431.05(A).
39. Attorney General Opinion I08-001.
40. A.R.S. § 38-431.07(A).
41. A.R.S. § 38-431.01(I).

42. A.R.S. § 41-1376.01.
43. A.R.S. § 38-502(9).
44. Compare A.R.S. § 38-502(11) (“substantial interest”) and 38-502(10)(“remote interest”); see also Attorney General Opinion I85-052.
45. A.R.S. § 38-502(11). See also Attorney General Opinion I03-005.
46. A.R.S. § 38-503(C). See also Attorney General Opinions 70-5, 79-067, 79-133, I06-002; General Counsel Opinion May 17, 1979, and letter dated October 23, 1984 from attorney general to Town of Parker.
47. A.R.S. § 38-503(C)(2).
48. Attorney General Opinion I85-067.
49. A.R.S. § 38-504(A).
50. A.R.S. § 38-504(B).
51. A.R.S. § 38-505.
52. A.R.S. § 38-504(C).
53. State Bar Ethics Opinion No. 74-28.
54. See *Gomez v. Superior Court*, 149 Ariz. 223, 717 P.2d 902.
55. A.R.S. § 38-503(A), (B).
56. A.R.S. § 38-508.
57. A.R.S. § 38-507.
58. A.R.S. § 38-506 and A.R.S. § 38-511.
59. See also Arizona Agency Handbook prepared by the attorney general’s office (www.azag.gov) and Arizona Public Records Law prepared by the office of the Arizona ombudsman-citizens’ aide (www.azoca.gov).
60. A.R.S. § 39-121.
61. A.R.S. § 39-121.01(A).
62. A.R.S. § 41-151.18.
63. *Griffis v. Pinal County*, 156 P.3d 418, 215 Ariz. 1 (2007).
64. *David Lake v. City of Phoenix*, 218 P.3d 1004, 222 Ariz. 547 (2009).
65. A.R.S. § 39-128.
66. *Carlson v. Pima County*, 141 Ariz. 487, 687 P.2d 1242, 1246.
67. *Carlson v. Pima County*, 141 Ariz. 487, 687 P.2d 1242, 1246.
68. A.R.S. § 39-126.
69. A.R.S. §§ 11-483, 16-153, 39-123(A).
70. 42 U.S.C. § 405(c)(ii), (viii)(l), and A.R.S. § 44-1373.

71. *Moorehead v. Arnold*, 637 P.2d 305, 130 Ariz. 503 (Ariz. App. 1981).
72. *Scottsdale Unified School Dist. v. KPNX Broadcasting*, 191 Ariz. 297, 955 P.2d 534 and *Judicial Watch, Inc. v. City of Phoenix*, (Ariz. App. Div. 1, 2011) 228 Ariz. 393, 267 P.3d 1185.
73. *Star Publishing Co. v. Pima County Attorney's Office*, 891 P.2d 899, 181 Ariz. 432 (Ariz. App. 1994).
74. A.R.S. § 39-121.01(B).
75. A.R.S. § 39-121.01(C).
76. A.R.S. § 39-121.01(D)(1), (E). See also *Phoenix New Times, L.L.C. and John Dougherty v. Joseph M. Arpaio*, 217 Ariz. 533, 177 P.3d 275; *West Valley View, Inc. v. Maricopa County Sheriff's Office*, 165 P3d. 203, 216 Ariz. 225 (Ariz. App. Div. 1 2007) and *Congress Elementary School Dist. No. 17 of Yavapai County v. Warren* (Ariz. App. Div. 1 2011) 227 Ariz. 16, 251 P.3d 395.
77. A.R.S. § 39-121.01(D)(1).
78. *Carlson*, 687 P.2d at 1243-1246 (“a practical alternative to the complete denial of access would be deleting specific personal identifying information, such as names”); *see also Cox Arizona Publications v. Collins*, 175 Ariz. 11, 852 P.2d 1194, 1198 (finding that the county attorney violated the Public Records Law by withholding public records without offering to redact portions and producing the rest for inspection).
79. A.R.S. § 39-121.03 (explaining what may be charged for commercial copies).
80. A.R.S. § 39-127.
81. A.R.S. § 39-122.
82. A.R.S. § 39-121.01(D)(1).
83. *Star Publishing Co. v. Pima County Attorney's Office*, 181 Ariz. 432, 891 P.2d 899.
84. *Hanania v. City of Tucson*, 128 Ariz. 135, 624 P.2d 332.
85. A.R.S. § 39-121.02(A),(B). *Democratic Party of Pima County v. Ford* (Ariz. App. Div. 2, 2012) 228 Ariz. 545, 269 P.3d 721.
86. A.R.S. § 39-121.02(C).
87. A.R.S. §§ 39-124, 13-2401.
88. A.R.S. § 38-421.
89. A.R.S. §§ 13-2407.
90. Attorney General Opinion I05-04 at 10 (“E-mails that board members or staff generate pertaining to the business of the public body are public records. [citations omitted] Therefore, the e-mails must be preserved according to a records retention program and generally be made available for public inspection.”).
91. McQuillin on Municipal Corporations Volume 3, Section 12.67. See also Attorney General Opinion 76-41.

92. Arizona Constitution, Article IV, Part 2, Section 5; Attorney General Opinion 77-221.
93. Arizona Constitution, Article XXII, Section 18. See also A.R.S. § 38-296 and Attorney General Opinion 82-001.
94. Arizona Constitution, Article VI, Section 32. Justice of the peace and magistrate courts are not courts of record and would not be subject to the restriction of Article VI, Section 28 of the Constitution.
95. A.R.S. § 38-296.
96. A.R.S. § 9-304.
97. General Counsel Opinion August 17, 1988.
98. A.R.S. § 11-585.
99. A.R.S. § 41-752.
100. A.R.S. § 38-296.01.
101. Attorney General Opinion 71-32-L. The attorney general further opined that the state personnel commission's jurisdiction extends to all state offices and positions except those specifically exempted by law. See also A.R.S. § 41-752.
102. Attorney General Opinions 72-20-L and 80-061.
103. Attorney General Opinion 77-221.
104. Attorney General Opinion 80-019; see also Attorney General Opinions 59-30, 75-2-L, and 77-216.
105. General Counsel Opinion December 10, 1965.
106. General Counsel Opinion November 2, 1966.
107. General Counsel Opinion May 26, 1970.
108. A.R.S. § 38-481.
109. See *Graham County v. Buhl*, 76 Ariz. 275, 263 P.2d. 537, and Attorney General Opinion 77-115.
110. Attorney General Opinion 63-75-L.
111. Attorney General Opinion 63-9. See also Attorney General Opinions 54-26, 65-6-L.
112. General Counsel Opinions June 24, 1968 and January 19, 1977. See also Attorney General Opinion 78-71.
113. See Attorney General Opinion 77-138.
114. A.R.S. Title 38, Chapter 3.1, Article 1.
115. A.R.S. § 38-545.
116. See League Municipal Election Manual for forms.
117. A.R.S. § 38-543.
118. A.R.S. § 38-544.

119. A.R.S. § 41-1232.08(B).
120. Attorney General Opinion I00-031.
121. League General Counsel Opinion January 15, 2001.
122. A.R.S. § 41-1231(5).