

Interviewing for a Board or Commission/Frequently Asked Questions

Q. What are boards and commissions?

A. Boards and commissions are public bodies of the City of Peoria that act in an advisory nature to the City Council. Boards and commissions do not retain any final authority; with exception to the following four Quasi-Judicial boards: Board of Adjustment, Board of Appeals, Design Review Advisory Board, and Personnel Board. As boards and commissions are public bodies, they are subject to the Open Meeting Laws; therefore, all meetings are open to the public.

Q. Where can I obtain information about a board I am interested in?

A. You may view the agendas, results, minutes, job descriptions, and powers and duties of the board by visiting the boards and commissions Web site at: <http://www.peoriaaz.gov/content2.asp?ID=7465>. Additionally, you may also download the application form from the Web.

Q. How does a person get appointed to a board or commission?

A. The Council Subcommittee on Boards and Commissions Appointments is comprised of three City Council members who are tasked with providing recommendations to the whole City Council. The City Council has final authority on appointments.

Q. What is the process of becoming appointed?

A. The Subcommittee will review applications on file and may choose to interview applicants. Should you be contacted for an interview, it is recommended you visit the city's boards and commissions Web site to review the agendas and minutes to become familiar with issues that are typically presented before the board. Feel free to bring pertinent information to the interview that may highlight your skills/qualifications. If the Subcommittee provides the City Council with a recommendation, the Council has 10 days to review the recommendation and provide comments to the Mayor. The recommendation will then be placed on a City Council agenda for official action. The entire process can take 1 to 3 months from the time of the recommendation.

Q. How often are there vacancies?

A. Vacancies occur when a term expires or a member resigns or becomes ineligible to continue serving.

Q. How long are the terms?

A. For most boards and commissions, a full term is four years. If a vacancy occurs due to a reason other than term expiration, the position will be filled to complete the remainder of the existing term.

Q. How often do boards and commissions meet?

A. Each board/commission is defined as scheduled or unscheduled. You may review the meeting schedules by visiting the boards and commissions Web site. The Planning and Zoning Commission is typically the most active board. Their meetings are recorded and available for viewing at: <http://www.peoriaaz.gov/content2.asp?id=2187>

Q. If I am appointed will I receive any training?

A. The City Clerk's Office conducts new board member training biannually. In the interim, please feel free to contact staff with any questions. It is recommended you review the agendas and minutes of the board to become familiar with the issues as well as the job description of the board by visiting the boards and commissions Web site. **You are encouraged to attend any meetings of the board/commission for which you are interviewing, as a member of the public.**

Q. Do I get compensated for serving on a board/commission?

A. No, members serve on a volunteer basis only.