



**Office of the City Clerk**  
**BOARDS, COMMITTEES & COMMISSIONS**

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**SMALL BUSINESS COMMISSION**

**CREATED BY:**

Resolution No. 15636, April 22, 1991  
Ordinance No. 10207, October 18, 2005

**MEMBERS:**

17 members. The Mayor and each Council Member shall appoint two members; one at-large and one by ward; three members shall be appointed jointly by the Mayor and Council. A member of the Pima County Small Business Commission shall be an ex-officio member of the Commission.

**QUORUM:**

A quorum shall consist of 9 members of the Commission.

**QUALIFICATIONS:**

- (1) The individual ward appointments shall come from companies located within the geographical boundaries of the ward with no more than fifty (50) employees. Or, if the company is not located within the boundaries of the ward, the appointee must live in the ward.
- (2) The individual at large appointments shall come from companies with no more than one hundred (100) full-time equivalent employees.
- (3) Members must be company owners or managers from companies located within the City of Tucson. Members shall be from companies having no more than one hundred (100) employees, calculated on the basis of full time equivalency at the time of the member's appointment. Members shall broadly represent different segments of the business community.

**TERMS OF OFFICE:**

The terms of the members shall be coterminous with the elected official making the appointment; the joint appointments shall be for two years staggered terms.

**FUNCTIONS:**

- (1) To facilitate communication between the City and small businesses.

## **FUNCTIONS (con't):**

- (2) To evaluate and streamline City procedures.
- (3) To evaluate City policies and regulations for their impact on small businesses.
- (4) To streamline and update business regulations, including but not limited to, business licensing and home occupation requirements.
- (5) To disseminate information about services available to small businesses, such as business planning, seminars and employee training.
- (6) To sponsor and conduct educational forums on topics of concern to the small business community.
- (7) To pursue any other purpose later established by rule or regulation of the Commission not inconsistent with the Economic Development policies adopted by Resolution No. 15155, this resolution and pertinent state or local laws.

## **OPEN PUBLIC MEETING LAW REQUIREMENTS:**

This public body falls under the definition of "Advisory Committees" or "Subcommittees" and is subject to the provisions of the Open Public Meeting Law (i.e., public notice, agenda and open meeting requirements).

## **SUPPORTING DEPARTMENT:**

Finance Department - 791- 4893

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### ***Historical Notes:***

*Originally created by Resolution No. 15636 on April 22, 1991.*

*October 18, 2005, Mayor and Council passed Ordinance No. 10207 which changed the requirement that individual ward appointees come from companies with no more than fifteen employees to companies with no more than fifty employees and clarified that the at-large appointments must come from companies with no more than one hundred full time equivalent employees. If the company is not located within the boundaries of the ward, the appointee must reside in the ward. Additionally it removed the specific business categories that members must represent, but continues to require that appointees broadly represent different segments of the business community. Ordinance 10207 also requires that a member of the Pima County Small Business Commission serve as an ex-officio member of the Commission and it removed the function of researching the availability of small business financing.*