



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

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**SMALL, MINORITY, AND WOMEN-OWNED  
BUSINESS COMMISSION  
(SMWBC)**

**CREATED BY:**

Ordinance 10785, adopted May 11, 2010

**MEMBERSHIP / QUALIFICATIONS:**

Membership shall consist of fourteen (14) members who shall serve without compensation and shall embody a broad and culturally diverse representation within the business community. Consideration should be given to appointing members who are certified Small, Minority, or Women-Owned Business Enterprise firms.

Appointments shall be as follows:

- 1) Two (2) at-large members appointed by the Mayor.
- 2) Two (2) Members (one at-large and one by ward) appointed by each member of the Council

At-large members must be: (i) business owners or managers from companies located within the City of Tucson having no more than 100 full-time employees; or (ii) representatives from an organization located within the City of Tucson that represents the interests of small business (e.g., chambers of commerce, trade associations, economic & business development organizations).

Members appointed by ward must be business owners or managers from companies with no more than 100 full-time employees, where either (i) the company is located within the geographical boundaries of the ward, or (ii) the member resides in the ward.

A member of the Pima County Business Corporation shall be an ex-officio member of the Commission.

**FUNCTIONS:**

Monitor the effectiveness of the City's Small, Minority and Women-owned Business Enterprise Program in increasing small, minority and women-owned business participating in City contracts.

Monitor local practices and policies, which may have discriminatory impact on minority and women-owned businesses in the contracting and procurement of construction, goods, general services, and professional services with the City of Tucson.

Facilitate communication between the City and small businesses.

Evaluate City policies and regulations for their impact on small businesses and to make recommendations to streamline and/or modify such regulations as deemed necessary.

Sponsor and conduct educational forums, hearings and workshops on topics of concern to small, minority and women-owned businesses.

Recommend to the Mayor and Council for consideration alternative measures or legislation to encourage small, minority and women-owned business participation.

Request of any City department information and/or other assistance for the purpose of furthering the objectives of the Commission.

At the discretion and express direction of the Mayor and Council, assume and undertake such other tasks or duties as would facilitate the goals and objectives of the Commission.

Report to the Mayor and Council annually, and shall submit such additional reports as it deems necessary or as requested by the Mayor and Council. The Commission's annual report shall be filed with the City Clerk's Office on or before March 1st.

**QUORUM:**

A quorum shall consist of eight (8) of the authorized members of the Commission.

**TERMS OF OFFICE:**

Members appointed by the Mayor and Council as a whole shall be coterminous with the elected official making the appointment, or until their successors are appointed.

Members of the Commission shall be eligible for reappointment; but in no event may an individual serve more than a total of eight continuous years.

Vacancies on the Commission shall be filled by appointment in the same manner in which the members are initially appointed. Appointments to a vacant position shall be for the unexpired portion of the term.

**APPLICABILITY OF TUCSON CODE CHAPTER 10A, ARTICLE XIII:**

All provisions of TCC Chapter 10A, Article XIII are applicable.

**OPEN PUBLIC MEETING LAW REQUIREMENTS:**

This public body is defined as an advisory committee and must comply with all of the provisions of the Open Public Meeting Law.

**SUPPORTING DEPARTMENT:**

City Manager's Office	791-4204
Finance Department	791-4893
Office of Equal Opportunity Programs	791-4593

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*Historical Notes:*

*On May 11, 2010, the Mayor and Council adopted Ordinance No. 10785, dissolving the Small Business Commission and the Minority and Women Business Enterprise Commission and created the Small, Minority and Women-Owned Business Commission repealing current Tucson Code Chapter 10A, Article XVII, Comprising of Sections 10A-190 through 10A-192, repealing Resolution Nos. 15463 and 17457; amending Tucson Code by adding a new Chapter 10A, Article XVIII, Sections 10A-190 through 194.*