

Comparison of Duties: Traditional Officer Roles and Current Process used for Broadway CTF

Overview: Ordinance 21508, adopted on 4/13/2010, creates the Broadway Boulevard Citizens Planning Task Force. As was presented by the City Attorney’s Office at the 8/30/2012 CTF meeting, election of a Chair and Vice Chair from the Task Force’s membership is required. The CTF will discuss at the 10/4/2012 meeting what duties the Chair and Vice Chair should have, and what, if any, the facilitator should have. The project team recommends use of the facilitator.

The table below provides descriptions of traditional officer roles, as described in the *City of Tucson Boards, Committees, and Commissions Member Handbook*, ‘Parliamentary Procedure Guidelines’ section. <cms3.tucsonaz.gov/clerks/boards-committees-commissions> The current process is also provided, reflecting how the facilitator and other project team members are involved in the various tasks.

Traditional Officer Roles	Current Process	
	Facilitator (<i>Nanci Beizer</i>)	TDOT Proj. Manager (<i>Jenn Burdick</i>)
<p>Chair – Required by Ord. 21508; Term = 1 year; May be re-elected. Responsible for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conducting meetings <input type="checkbox"/> Serves as official representative of the board <input type="checkbox"/> Sets agendas <input type="checkbox"/> Announces the order of business <input type="checkbox"/> Recognizes the members who would like to speak <input type="checkbox"/> Appoints members to subcommittees <input type="checkbox"/> Facilitates the motions and declares the votes 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> (using consensus model) 	<p>N/A</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> (with CTF and project team input)
<p>Vice Chair - Required by Ord. 21508; Term = 1 year; May be re-elected. Responsible for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Presiding over and conducting any meeting at which the Chairperson is not present. If both the Chairperson and Vice Chairperson are absent, the members shall appoint a Chairperson to conduct the meeting. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> (will arrange for back-up) 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> (will arrange for back-up)
<p>Secretary – NOT required by Ord. 21508. Tasks handled by project team include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keeping the notes of the meeting <input type="checkbox"/> Records the attendance and keeps a list of current members and subcommittee assignment <input type="checkbox"/> Produces the agenda in conjunction with the Chairperson and handles general correspondence <input type="checkbox"/> Has access to all of the governing documents of the BCC and keeps them current 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> (with Kaneen PR staff) <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> (with Kaneen PR staff/TDOT Proj. Mgr) 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> (with Kaneen PR staff/project team) <input checked="" type="checkbox"/>
<p>Additional duties, not described in <i>Handbook</i>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtains quorum confirmation <input type="checkbox"/> Emails materials to CTF <input type="checkbox"/> Liaison and advocate on behalf of the CTF to the project team – when issues arise, feedback necessary to give to project team, etc. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 	