

# ***I. SFOB Board Governance Procedures***

Per A.R.S. §41-1091 (B): This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes §41-1033 for a review of the statement.

## **A. Composition of the Board** (Modified October 2, 2019, February 2, 2022)

(A.R.S. §41-5701.02) The Board consists of 7 voting members appointed by the Governor and confirmed by the Senate to fill 4-year terms. The Board members should be of approximate geographic balance, with approximate balance of public and private members. The following are the descriptions for each:

1. One member who represents a statewide organization of taxpayers.
2. One member who is a registered professional architect.
3. One member with knowledge and experience in school facilities management in a public school system.
4. One member who is a registered professional engineer.
5. Two members who are owners or officers of a private construction company, who have knowledge of and experience in constructing large commercial or government buildings and whose businesses do not include school construction.
6. One person who represents the business community.

In addition to the members appointed:

1. The superintendent of public instruction or the superintendent's designee shall serve as an advisory nonvoting member of the school facilities oversight board.
2. The director of the department of administration or the director's designee shall serve as an advisory nonvoting member of the school facilities oversight board.

All members of the Board are subject to conflict of interest statutes (A.R.S. §38-519). Members of the Board who are employed by government entities are not eligible to receive compensation. The unexcused absence of a member for more than 3 consecutive meetings is justification for removal from the Board. All appointees must attend a Public Service Orientation (A.R.S. §38-592)

## **B. Officers and their Duties** (Adopted September 1998, Modified April 2, 2014)

The Board has two officers – a Chair and a Vice-Chair. The Chair is appointed by the Governor from the voting members. The Chair appoints a Vice-Chair. Officers may be re-appointed to serve an additional term or terms.

The Chair shall preside over the meetings of the Board and perform such other duties as designated by the Board. The Chair serves as an ex-officio member of all committees of the

Board. The chairperson will work with the **Division's Assistant** Director to prepare board meeting agendas, preside at board meetings, appoint committees and committee chairpersons, sign official documents on behalf of the Board, and may represent the Board in public and official capacities as designated by the Board. The Chair is the official spokesman on behalf of the Board on matters coming before the Board.

In the absence of the Chair, the Vice-Chair shall preside over meetings of the Board. If the Chair and Vice-Chair are both absent for a meeting, the Board shall elect a member to preside over that meeting.

If a vacancy occurs in the office of the Chair, the Vice-Chair shall assume the duties of the Chair until such time as the Governor appoints a new Chair to complete the unexpired term. Vacancies occurring in the Board membership shall be filled by the Governor's appointment of a qualified person for the unexpired term of the office.

### **C. Board Meetings** (Adopted September 1998, Modified April 2, 2014, February 2, 2022)

Unless otherwise agreed upon by a majority of the Board, meetings shall be held on the first Wednesday of the month except in July. If the Chair deems there is insufficient business to justify a meeting, that meeting may be canceled or rescheduled.

The Chair, any three (3) members of the Board, or the **Assistant** Director may call a special meeting of the Board at any time.

A quorum must be present to hold a meeting. A quorum consists of a majority of the members or four (4) voting Board Members. At each meeting, an Attorney General is present to assist with legal questions and ensure adherence to the public meeting guidelines. Questions may be directed to the **Assistant** Director, **Administrator**, Board Chairman or the Attorney General's office.

### **D. Agenda Preparation** (Modified April 2, 2014, February 2, 2022)

The Chair, the **Assistant** Director and ~~Division staff~~ shall develop an agenda for each Board meeting. Any member of the Board may submit an item to the Chair for placement on the agenda no later than 21 days prior to the Board meeting. Any person other than a Board member wishing to have an item placed on the agenda shall submit a written request to the **Assistant** Director no later than 21 days prior to the Board meeting. The **Assistant Executive** Director may choose not to place an item submitted by a person other than a Board member on the agenda.

To address the Board regarding an agenda item, any member of the public may submit a written request prior to the beginning of the meeting. Public participation request forms will be provided, along with copies of the meeting agenda.

A "Call to the Public" is also held at the end of each meeting for items not on the agenda. During this time the public may address the Board, though the Board cannot respond to items brought before them at this time.

### **E. Committees** (Adopted September 1998)

The Chair or a majority of the Board may establish such ad hoc or special committees, as deemed necessary or advisable. The Chair shall appoint the membership of such committees, which may

include members of the Board and shall designate the matters to be considered by said committees. Unless otherwise authorized by the Board, all such committees shall act as advisory bodies to the Board and report their recommendations to the Board.

## **F. Board Member Reimbursement and Compensation** (Modified April 2, 2014, October 2, 2019, February 2, 2022)

Board members are entitled to payment for time attending Board meetings, time and mileage for travel to and from Board meetings and reimbursement for related expenses. To be paid for time and travel for Board meetings, members provide a completed Board Member Compensation Request Form and/or a GAO-502 Employee Expense Reimbursement Form and/or GAO-503EZ State of Arizona Travel Claim Form to SFOB staff for processing.

A.R.S. §41-5701(F): Members of the board who are employed by government entities are not eligible to receive compensation. Members of the board who are not employed by government entities are entitled to payment of one hundred fifty dollars for each meeting attended, prorated for partial days spent for each meeting, up to two thousand five hundred dollars each year. All members are eligible for reimbursement of expenses pursuant to Title 38, Chapter 4, Article 2. These expenses and the payment of compensation are payable to a member from monies appropriated to the Board from the New School Facilities Fund.

A.R.S. §38-622: Authorization for travel; claims

A. When the official duties of a public officer, deputy or employee require the public officer, deputy or employee to travel from the public officer's, deputy's or employee's designated post of duty, the public officer, deputy or employee shall be allowed reimbursement of the expenses incurred for that travel.

B. The reimbursement of expenses shall be authorized by travel orders signed by the head of the department or agency, or by a person to whom that authority has been properly delegated. Claims by public officers, deputies, and employees for reimbursement of expenses for transportation, lodging, meals and incidentals and long-term subsistence allowances shall be submitted on forms prescribed by and in the manner required by the Department of Administration

Board members are required to have the following forms on file with the Division in order to receive Board compensation or travel reimbursement payments:

1. Personal Data Sheet
2. Arizona Form A-4 (tax withholding)
3. Federal W-4 (tax withholding)
4. Form I-9 (Employment Eligibility Verification including copies of pertinent verification, i.e. drivers license, social security card, etc.)

Even if Board Members do not qualify or have elected not to be compensated for their service or travel, these forms, including a resume, must be on file to represent a position number in the state human resources information system (HRIS).

At each Board meeting, a Board Member Compensation Request Form may be provided to the

eligible members. Board Member Compensation Request Forms, GAO-502 Employee Expense Reimbursement Forms, and GAO-503EZ State of Arizona Travel Claim Forms must be turned in within two (2) calendar months (plus a day for ease of computation) of the completion of the trip.

## **G. Board Member Public Service Orientation**

Each Appointee will be notified by the Governor's Office of Boards and Commissions of this training; and must attend this Public Service Orientation. The training session will feature both legal experts and administration officials who share their experiences and provide valuable information relevant to board or commission membership.

### A.R.S. §38-592:

A. The state shall conduct public service orientation programs so that all state officers and employees receive such training within six months after the date of hire, election or appointment. Each year after their training, all state officers and employees shall receive written information from the public entity responsible for providing the public service orientation program pursuant to subsection B, regarding changes in laws relating to the proper conduct of public business.

B. (4) The department of administration shall implement the public service orientation program for appointees and volunteers to all state agencies, departments, boards, commissions, committees and councils and for all other state employees.

## **H. Conflict of Interest** (Modified April 2, 2014, October 2, 2019, February 2, 2022)

All Board Members must submit a conflict of interest disclosure form annually and have it on file with the Division. Board Members shall report any change in interests by completing a new disclosure form. In addition, Board Members must disclose any conflict of interest for each Board meeting agenda.

A.R.S. §38-591: 1. "Public service orientation programs" means educational training about laws relating to the proper conduct of public business, including laws relating to bribery, conflicts of interest, contracting with the government, disclosure of confidential information, discrimination, nepotism, financial disclosure, gifts and extra compensation, incompatible employment, misuse of public resources for personal gain, political activity by public employees, public access to records, open meeting laws and conduct after leaving one's position with the government.

## **I. Public Hearing Procedures** (Standard Practice since June 2004, Modified April 2, 2014, February 2, 2022)

A.R.S. §41-5702(D)(9) requires the Director to establish procedures for public hearings consistent with the notice and hearing requirements prescribed in A.R.S. §15-905 and 15-905.01. The procedures prescribed in A.R.S. §15-905 relate to public hearings on school district budgets. Staff, in consultation with the Board's legal counsel, has adapted the basic notice and hearing requirements of A.R.S. §15-905 for the Board's use. The Board's procedures will apply to public hearings on appeals from prior Board decisions and to applications for land near military airports.

The procedures describe the manner in which a district may appeal an adverse Board decision,

the Board's setting a notice of a hearing, and holding a public hearing, consistent with A.R.S. §15-905 and §41-5702(D)(9). The procedures also include required specific provisions that apply when a school district has requested funding for land near a military airport.

A school district may appeal the Board's denial of that school district's request for funding by filing with the Board a written Request for a Public Hearing within ten days of the Board's decision. The request shall be addressed to the ADOA, ~~Division of School Facilities~~ **Division**, School Facilities Oversight Board at 100 N. 15th Avenue, Phoenix, Arizona 85007.

Upon receipt of an appeal as described above, the Board shall schedule a public hearing on the school district's appeal to be held on the same day and immediately before the next regularly scheduled Board meeting.

The Board shall post notice of the public hearings at least ten days before the hearing at the places where the Board's public meetings are generally posted, including on the Board's website. The Board shall also send notice of the hearing date to the school district by first-class mail at least ten days before the hearing.

If the school district's request is for funding for land near a military airport (as defined in A.R.S. §28-8461), and if the Board has not already done so, it shall notify the military airport by first class mail of the school district's application at least thirty days before the public hearing (See A.R.S. §41-5702(D)(9)).<sup>1</sup>

At the Hearing, the Board may allot a reasonable time for interested persons to address the Board.

Decisions of the Board under this Article IV are appealable agency actions pursuant to A.R.S. § 41-1092.

## **J. Board Members' Electronic Communication and Relationship to the Open Meeting Law (OML)** (Modified April 2, 2014, October 2, 2019, February 12, 2020, February 2, 2022)

This policy ensures compliance with the quorum and electronic communications Open Meeting Law (OML) requirements.

The Board communicates with the public through the public meeting format. However, the following policy outlines additional communication options.

### **Public communication with board members:**

Any member of the public wishing to communicate with Board members may send an email directly to any board member at that board member's SFOB email address. Individual board member SFOB email addresses are listed at <https://sfb.az.gov/about/board-members> under the 'biography' for each board member. All emails sent to an individual board member SFOB email address will be delivered directly to that board member.

### **Board member communication with public:**

Board members who receive emails from members of the public may:

- 1) Respond directly and copy the ~~SFOB~~-Assistant Director on the email response.
- 2) Delegate authority to the Director to draft and send a response on the board member's behalf.

**Communications with media:**

All emails sent to any individual board member address from members of the media will be forwarded to the ADOA Communications Director for review and response. Board members will not reply to media inquiries directly.

**Board members may not:**

Communicate by any means with other board members about any public email received (i.e. forwarding email or ccing/bccing another board member).

Per Attorney General Opinion No. I05-004: Board members must ensure that the board's business is conducted at public meetings and may not use email to circumvent the OML requirements. When members of the public body are parties to an exchange of email communications that involve discussions, deliberations or taking legal action by a quorum of the public body concerning a matter that may foreseeably come before the public body for action, the communications constitute a meeting through technological devices under the OML. While some one-way communications from one board member to enough members to constitute a quorum would not violate the OML, an email 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.

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<sup>1</sup> As a practical matter, the Assistant Director ~~SFOB~~ should already have notified the airport and received the airport's input, if any, by the time of this public hearing, because the Board would have considered the request for land at a prior meeting.