
Town Council Vacancy Packet

CANDIDATE INTERVIEW SELECTION - June 13, 2022

CANDIDATE APPOINTMENT - June 27, 2022







375 W Sahuarita Center Way
Sahuarita AZ 85629
townclerk@sahuaritaaz.gov
(520) 822-8800
www.sahuaritaaz.gov

Greetings!

Thank you for your interest in serving on the Sahuarita Town Council. Due to the resignation of Council Member Gil Lusk, the Town Council will consider candidates to fill the remainder of the term of office expiring in November 2024. Applicants seeking consideration to fill the Town Council vacancy shall submit an application packet to the Town Clerk Department no later than 5:00 PM, Wednesday, June 1, 2022.

Please take the time to review the information in this packet to learn more about the process to fill the Town Council Member vacancy.

This information is provided as a courtesy to help meet legal requirements, however, it is the applicant's responsibility to affirm that all legal requirements are met.

Sincerely,

Lisa Cole

Sahuarita Town Clerk
lcole@sahuaritaaz.gov
(520) 822-8801

Council Information



Form of Government

The municipal government of the Town of Sahuarita is a council-manager form of government. All powers are vested in an elected council that enacts local legislation, adopts budgets, determines policies, and appoints the Town Manager, Town Attorney, and Town Magistrate. All powers of the town are exercised in the manner prescribed by state law, or if not prescribed, then in such a manner as may be prescribed by ordinance.



Candidate Qualifications

A candidate must be a qualified elector and 18 years of age or older. A candidate shall reside in the Sahuarita town limits or an annexed area for one-year preceding the appointment. A person convicted of a felony cannot serve as a Council Member until their civil rights are restored. (A.R.S. § 9-232)



Town Council

The elected officers of the Town consist of seven Council Members. One member is designated as the Mayor and one member is designated as the Vice Mayor. Council Members also serve as members of the Community Facilities District Boards.

One Council Member seat will be filled by appointment to serve the remainder of a 4-year term expiring in November, 2024. The newly appointed official will assume the duties of the office and be sworn in at the next regularly scheduled Town Council Meeting following the appointment.

The monthly salary of Town Council Members is currently \$500.

Appointment Process

Application Packet

Qualified electors may submit an application package between 8 AM, Monday, May 2, and 5 PM, June 1. An application package consists of a completed application and a Declaration of Qualification.

Packets are available at the Town Clerk's Office and online: www.sahuaritaaz.gov/vacancy.

Application packages may be submitted online, by mail, or in person.

Town Council Interviews

The Town Council will review the applications in a public meeting to determine applicants to interview. Applicants selected to interview with the Town Council will be interviewed in a session open to the public.

Assumption of Office

The successful candidate will be sworn in prior to the Regular Council Meeting on August 22, 2022 and assume office.

Application Period

**Monday, May 2, 2022
through 5 PM on
Wednesday, June 1, 2022**

To become an official candidate for the Town Council vacancy, please file the following with the Town Clerk's Office on or before 5 PM, June 1:



Completed Application Package



Declaration of Qualification

Please note that a Financial Disclosure Statement must be filed within 60 days of assuming office.



Financial Disclosure Statement

Forms are online at:
sahuaritaaz.gov/vacancy

Forms and Reference Information

Forms are located at: sahuaritaaz.gov/vacancy


Application Packet

- [Application](#)
- [Declaration of Qualification](#)

Financial Disclosure

- [Financial Disclosure Report Form](#)

References

- [Arizona Revised Statutes](#)
 - [Town of Sahuarita Code](#)
 - [Town of Sahuarita Website](#)
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Town Council Meeting Schedule



Town Council Meeting Schedule

2022

Pursuant to Sahuarita Town Code Section 2.15.10(A) the Council shall hold its regular meetings on the second and fourth Mondays of each month; provided, that when the day fixed for any regular meeting of the Council falls upon a day designated as a town holiday, the meeting shall be held on the next succeeding day which is not a holiday, unless otherwise set by action of the Council.

Regular Town Council Meetings will be held at ~~6:30~~ 6:00 p.m.+ in the Sahuarita Town Hall Council Chambers at 375 West Sahuarita Center Way, Sahuarita, Arizona on the following dates*:

| | | |
|---|--|--|
| January Monday, 10 Monday, 24 | February Monday, 14 Monday, 28 | March Monday, 14 Monday, 28 |
| April Monday, 11 Monday, 25 | May Monday, 9 Monday, 23 | June Monday, 13 Monday, 27 |
| July Monday, 11 Monday, 25 | August Monday, 8 Monday, 22 | September Monday, 12 Monday, 26 |
| October Monday, 10 Monday, 24 | November Monday, 14 Monday, 28 | December Monday, 12 Monday, 26 |

Canceled meetings dates are ~~strikethrough~~.

* Meeting start times and dates may change in accordance with Sahuarita Town Code Section 2.15.10(B).

+ At the February 28, 2022 Town Council meeting, the Mayor and Council approved changing the meeting start time to 6:00 p.m.



All information, forms, reports and data provided to the Town Clerk is public information including the applicant's name, address, phone number, and email address.

Questions?

Contact Us:



www.sahuaritaaz.gov



520.822.8804



townclerk@sahuaritaaz.gov



375 W Sahuarita Center Way, Sahuarita, AZ 85629