

CITY OF PHOENIX PROCEDURES FOR CITIZEN PETITIONS

PURPOSE

Phoenix City Charter, Chapter IV, Sec. 22 states that “any citizen of this City may appear before the Council at any regular meeting and present a written petition; such petition shall be acted upon by the Council in the regular course of business, within fifteen (15) days.” These procedures are intended to clarify how petitions are identified and scheduled for Council action, if appropriate.

DETERMINATION OF WHETHER SUBMITTED MATERIALS QUALIFY AS A CITIZEN PETITION PURSUANT TO THE CITY CHARTER

- Handouts, letters and other materials labeled “petitions” submitted by members of the public to the City Council during the discussion of an agenda item will **not** be considered a citizen petition pursuant to the Charter; those materials shall be considered part of the standard public input process for City Council consideration of the respective agenda item.
- A citizen wishing to submit a citizen petition pursuant to Phoenix City Charter, Chapter IV, Sec. 22, must do so during Citizen Comments at the Formal City Council Meeting. A citizen petition must, at a minimum, be labeled “petition” or “citizen petition” or be referenced verbally by the speaker submitting the item as a “petition” or “citizen petition.” Residents participating in the Council Meeting virtually must submit the written petition being presented to the City Council electronically to City Clerk’s Office – Council Support Section on the same day of the Formal City Council meeting (email: council.packet.mailbox@phoenix.gov).
- After each Formal City Council Meeting, the City Clerk shall email any materials provided by speakers during Citizen Comments to the City Manager’s Office, Mayor’s Office, City Council Offices and Law Department.
- The Law Department will review each document labeled or referenced during Citizen Comments as a “petition” or “citizen petition” to determine whether such materials qualify as a citizen petition requiring subsequent City Council action. Factors considered in evaluating such materials shall include, but are not limited to, whether:
 - The speaker is a resident of Phoenix.
 - The petition requests the City Council to take action on something.
 - The requested action is within the authority of the City Council to act.
 - The petition is duplicative of a prior request within the past year duly acted on by the City Council.

If the Law Department Determines that the Submitted Materials Qualify as a Citizen Petition

- The Law Department shall notify the City Manager’s Office and City Clerk of the determination as soon as practicable, but no later than 2 business days from the date the Law Department receives the submitted materials from the City Clerk.
- The City Manager’s Office (Management Fellow) shall notify the resident in writing of the scheduled date the citizen petition will next be heard by the City Council. A copy of the written notification shall also be provided to the Law Department and City Clerk. The Management Fellow may also include contact/other resource information to the resident regarding the topic the resident raised during the Citizen Comments.
- The City Manager’s Office will assign the appropriate City Department to prepare a legislative file (City Council Report) for the next regularly scheduled Formal City Council meeting.

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If the Law Department Determines that the Submitted Materials Do Not Qualify as a Citizen Petition

- The Law Department will inform the City Manager's Office and City Clerk of the determination as soon as practicable, but no later than 2 business days from the date the Law Department receives the submitted materials from the City Clerk.
- The City Manager's Office (Management Fellow) shall notify the resident in writing of the determination. A copy of the written notification shall also be provided to the Law Department and City Clerk. The Management Fellow may also include contact/other resource information to the resident regarding the topic the resident raised during Citizen Comments.
- If appropriate, the City Manager's Office may assign a City Department to provide more information on the topic in the form of a Citizen Request legislative file (City Council Report) to be included in a future General Information Packet.