



Administrative Policy
ELETRONIC MEETING APPEARANCES
Administration – A211

Effective Date:
September 2011
Revised Date:

APPEARANCES THROUGH ELECTRONIC MEANS BY MEMBERS OF THE TOWN'S BOARDS, COMMITTEES, AND COMMISSIONS

Summary

Although the Town desires for its Board, Committee, and Commission members to participate in person at their respective meetings, there are times when a member cannot appear in person and desires to appear telephonically or through other electronic means. Such appearances shall be allowed so long as they comply with the requirements of this policy.

Process

If a member desires to participate in a meeting through electronic means, such member shall contact their staff advisor as soon as the member is aware of the need to appear electronically. The member and the staff advisor shall verify that the requirements of this policy are met. If such requirements are met, the staff advisor shall notify the Chairperson of the electronic appearance; or in the case of the Chairperson appearing through electronic means, the Vice Chairperson.

Requirements:

1. Any member appearing through electronic means shall advise the staff advisor at least 7 calendar days prior to the meeting.
2. A quorum of members must be physically present for each meeting.
3. The member chairing a meeting must be physically present at the meeting.
4. No more than two members may appear through electronic means at any meeting.
5. Any member appearing through electronic means shall identify him/herself prior to speaking.
6. Any member appearing through electronic means shall have access to all materials and documents made available to those members personally appearing prior to the meeting.



Administrative Policy
ELETRONIC MEETING APPEARANCES
Administration – A211

Effective Date:
September 2011
Revised Date:

7. The person chairing the meeting shall occasionally verify that the member(s) appearing through electronic means is/are still present.
8. When possible, it shall be noted on the agenda if a member will be appearing through electronic means.
9. The meeting minutes shall clearly reflect if any members appeared through electronic means.

References

Arizona's Open Meeting Law, A.R.S. 38-431 et. seq.