

Boards, Committees and Commissions Support Staff Guidelines

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1. Role of the Support Staff

Your role as the support staff member to a City of Tucson Board, Committee or Commission is an important one. You are responsible for complying with many of the components of the State of Arizona Open Meeting Law, and ensuring your Board, Committee or Commission does the same. In many instances, you help guide the chairperson as they conduct their meetings. You also serve as a means to disburse information, when asked, to the membership in-between scheduled meetings.

2. Pre-Meeting Assignments

Preparation and Content of the Agenda

All agendas for upcoming Boards, Committees and Commissions meetings must be prepared and posted a minimum of 24 hours prior to the start of that meeting. There are no exceptions to this requirement. (You must forward your agenda 72 hours in advance of the meeting to the City Clerk's Office at boardsandcommissions@tucsonaz.com and staff will post it in the official posting locations).

The content of your agenda is usually set by the Chairperson or the full body of the Board, Committee or Commission. Oftentimes you will have the following 'standing' items on your agenda:

- Role Call
- Approval of Minutes
- Call to Audience
- Future Agenda Items
- Adjournment

It is important to remember that the agendas must be as specific as possible, so the general public has adequate information. You may occasionally need to remind your Chairperson of this. Try to avoid titles such as 'new business' or 'department updates' as these are too vague.

For some Boards, Committees and Commissions, the agenda includes accompanying materials for the membership to review prior to their meetings. It is your role to work with the Chairperson on obtaining those documents for distribution to the members.

Checklist of Supplies

The following checklist may be a helpful tool when you are preparing for your meeting:

Board, Committee and Commission Supply Checklist

Name of BCC _____

Date of Meeting: _____

- | | |
|--|--|
| <input type="checkbox"/> Name Plates | <input type="checkbox"/> Roll Call list |
| <input type="checkbox"/> Recording device | <input type="checkbox"/> Earphones |
| <input type="checkbox"/> Extra Batteries | <input type="checkbox"/> CD's (if applicable) |
| <input type="checkbox"/> Sign in sheet | <input type="checkbox"/> Roster and Attendance sheet |
| <input type="checkbox"/> Extra Copies of Agendas | <input type="checkbox"/> Extra Copies of
corresponding materials
(if applicable) |
| <input type="checkbox"/> Pens/Pencils & Black Sharpie
Scotch Tape | <input type="checkbox"/> Note Pad(s) |
| <input type="checkbox"/> Legal Action Report Outline | <input type="checkbox"/> Copy of By-Laws or
Rules and Regulations |
| <input type="checkbox"/> Copy of Open Meeting Law | |
| <input type="checkbox"/> Directional Signs (if needed) | <input type="checkbox"/> Other |

Cancellation of Meetings

On occasion, there may be a need to cancel your scheduled meeting. This could occur prior to the meeting, or on the day of the meeting. It is your responsibility to advise the City Clerk's Office of all cancellations. If your meetings are listed on the Annual Public Notice Statement, and your Board, Committee or Commission decides to cancel one or more of those scheduled meetings, you are required to file a cancellation notice. The recommended method of canceling a meeting is the following:

- | | |
|--|--|
| Canceling a monthly meeting
prior to preparing an agenda - | prepare a meeting notice with the name, date, time
and location of the meeting, indicate the meeting
will be cancelled and forward it to
boardsandcommissions@tucsonaz.gov |
| Canceling after agenda is
prepared but before the
day of the meeting - | write cancelled across your agenda and forward it to
boardsandcommissions@tucsonaz.gov |
| Canceling the day of the
meeting - | write cancelled across your agenda and forward it to
boardsandcommissions@tucsonaz.gov
and post the cancelled agenda on the front door of
the meeting room. |

If you are aware that the meeting is being cancelled due to a lack of quorum, please advise the City Clerk's Office.

3. Conducting A Meeting

Demeanor

It is the responsibility of the Chairperson to maintain control of the meeting. It is advisable for the Chairperson to set ground rules at the start of the meeting in order to preserve order. See 'Sample Ground Rules' link on webpage.

Support Staff Communicating with the Chairperson

It is best to speak with your Chairperson before the meeting starts, to see what they expect of you during the meeting. Generally, support staff sits near the Chairperson to assist them with paperwork and to maintain the official record of votes.

Roll Call / Recording Votes

When the Chairperson calls the meeting to order, it is your responsibility to take the roll call. Always take the roll in the same manner, and check off each member as they reply. All absences must be recorded, as well as late arrivals and early departures. Their absences and attendance counts towards their attendance requirement.

It is vital that you indicate to the Chairperson whether a quorum has been established before moving onto the next item on the agenda. If there is no quorum, it is acceptable to make phone contact with the absent members to see if they will be present. If this is the case, the meeting must not be started until those members arrive. An acceptable amount of time to wait for 'late arrivals' is 15 minutes, unless otherwise provided for in your by laws, but there must be no conversation about any of the topics on the agenda during that time period. If after the 'wait time', a quorum is still not established, the Chairperson must adjourn the meeting immediately, **or you will be in violation of the Open Meeting Law.**

As you proceed through your meeting and the Chairperson asks for the votes on any motions that have been seconded, record the votes in the same order that you called roll at the beginning of the meeting. It is acceptable for the Chairperson to ask for a voice vote or a roll call vote, but roll call votes should always be used for clarification on any votes, for the election of officers and for approving any budget related items.

Attendance

It is important to maintain a good attendance record for all of your meetings. It is a requirement of the Tucson City Code, that any member who misses four consecutive meetings must be removed from the Board, Committee or Commission. It is advisable to contact the City Clerk's Office with any attendance issues so City Clerk staff may notify the member of their removal. Additionally, you are required to forward your annual attendance record to the City Clerk's Office.

If a meeting is canceled on the day of the meeting due to a lack of quorum, the absences of those not in attendance shall be recorded as absent, and count towards the four consecutive meetings.

Recording the Meeting / Taking Notes

Prior to your meeting, be certain your recording devices are in working order. We suggest taking a back-up device if one is available, and extra recording supplies, to avoid misfortunes.

It is a good habit to take accurate notes during the entire meeting, as your recording device may not clearly indicate all that occurred during the meeting. Your notes should include all motions, seconds, votes, members present or absent, and names of individuals making presentations.

Call to Audience

Many public meetings include a call to the audience as part of their agenda, but it is not a requirement. The Chairperson may place a time limit for each speaker; generally it is 3 minutes. Under no circumstances may the following occur:

- The call to audience may not turn into a discussion with the members of the public body.
- No legal action may take place under the call to audience.
- Speakers may not be disruptive during the call to audience.

Acceptable items under the call to audience are:

- Members of the board, committee or commission may only respond to criticism.
- Members of the board, committee or commission may request the topic be placed on a future agenda.

4. Post-Meeting Requirements

Legal Action Reports (LAR's)

In 2007, the Arizona State Legislature changed the statutes regulating public meetings. Every public body conducting a public meeting must post a Legal Action Report to the jurisdiction's web site within a specified amount of time. This applies to all Boards, Committees and Commissions, all subcommittees and all advisory committees. You, as the support staff, are responsible for producing this report and forwarding it to the City Clerk's Office at boardsandcommissions@tucsonaz.gov.

Any item on your agenda which resulted in the membership taking action on that item must be included on the Legal Action Report. These items generally include: establishing a quorum, approval of minutes, approval of budgeted items, election of officers, and any item that the Board, Committee or Commission made a collective decision on.

Minutes Preparation / Approval

The preparation of the minutes should begin soon after the meeting. The same rules apply as the Legal Action Reports in terms of forwarding the minutes to the City Clerk's Office at boardsandcommissions@tucsonaz.gov.

Minutes of meetings should be more detailed than the Legal Action Report, and should include the following information: all members present and absent, a good description of all legal actions with the member's names and votes, a general description of all matters considered at the meeting, and the names of persons making statements and presenting materials.

Once you draft the minutes of the meeting, you will forward them to the Chairperson for review. Once the Chairperson approves your final draft, they may be scheduled for approval at the next meeting. During the approval of the minutes item, members may ask for amendments to the minutes. If acceptable to all, indicate the final minutes of the meeting are approved with amendments from that meeting.

Deadlines

There are specific deadlines relating to posting the Legal Action Reports and meeting minutes to the jurisdiction's web page for public review. All LAR's and approved meeting minutes must be sent to boardsandcommissions@tucsonaz.gov.

Legal Action Report requirements:

- If from the full board, committee or commission - must be sent to the City Clerk's Office and posted within 3 days after the meeting.
- If from a subcommittee or advisory Committee - must be sent to the City Clerk's Office within 10 days after the meeting.

Meeting Minutes Requirements:

- For full board, committee or commissions, all subcommittees and advisory committees - must be sent to the City Clerk's Office and posted within 2 days after the approval of the minutes.

Maintaining Documentation

It is vital that documentation be maintained from your meetings. As mentioned previously, all Meeting Notices, Legal Action Reports and Minutes must be forwarded to the City Clerk's Office for proper posting to the official public file and the City's web site.

It is advisable to keep a file on your monthly meetings, as every Board, Committee and Commission is required to provide an annual report to the City Clerk's Office for distribution to the Mayor and Council. You or your Chairperson will use this file to provide your annual accomplishments to Mayor and Council. Your attendance record should also be included in this file.

At the beginning of this training session, you were advised that your role as the support staff member to a City of Tucson Board, Committee or Commission is an important one. Now you understand just how important it really is.

Always remember, contact the City Clerk's Office, Boards, Committees and Commissions Division at boardsandcommissions@tucsonaz.gov with any questions you or your members have as you proceed through your meetings. We are always here to help.

City Clerk's Office
Boards, Committees and Commission
791-4213