



PUBLIC NOTICE STATEMENT FORM – 2024

PLEASE COMPLETE AND RETURN TO THE CITY CLERK’S OFFICE
BY DECEMBER 22, 2023

BCC Name: Design Review Board (DRB)

In order to comply with the public notice provisions of the Arizona Open Meeting Laws (Arizona Revised Statutes, § 38-431.02), each public body must provide public notice of meetings. Please indicate the method that your group will use. Complete the information, date and sign, and return this form to the City Clerk’s Office.

OPTION A Complete this section if the public body meets ‘Only as Required’ or a Virtual Meeting platform.

Complete if the public body meets only as required. Meeting notices and agendas **must** be emailed to BoardsandCommissions@tucsonaz.gov a minimum of 5 days prior to each meeting in order to ensure proper posting at City Hall and on the City’s website. If you want to use a different posting location, identify where you will make meeting notices and agendas available to the public, but regardless, they **must** still be sent to the City Clerk’s Office for processing and posting (see Note at bottom of page).

Meeting Notices & Agendas will be Provided to the City Clerk no less than 5 days prior to all meetings, for posting at City Hall

Meeting Notices & Agendas will be available to the public, at the following posting location, no less than 24 hours before each meeting. _____

Virtual Meeting Platform Microsoft Teams

(See Note at bottom of page)

Signature of Chairperson: Chris Stebe, DRB Chair Date: _____

OPTION B Complete this section if the public body has specific meeting dates, times and locations, indicate below (or, you may attach a schedule for the year). Any changes to the schedule must be reported to the City Clerk.

Days/Dates: _____ Time: _____

Meeting Location: _____

Complete if the public body intends to meet in person or in a hybrid meeting format (subject to the Mayor and Council guidelines) on a regularly scheduled day or date during the 2024 calendar year, and at a regular place and time. Meeting notices and agendas **must** be sent to the City Clerk for posting at City Hall and on the City’s website. Meeting notices and agendas should be emailed to BoardsandCommissions@tucsonaz.gov a minimum of 5 days prior to each meeting in order to ensure proper posting. If you want to use a different posting location, identify where you will make meeting notices and agendas available to the public, but regardless, they **must** still be sent to the City Clerk’s Office for processing and posting (see Note at bottom of page).

Meeting Notices & Agendas will be Provided to the City Clerk no less than 5 days prior to all meetings, for posting at City Hall

Meeting Notices & Agendas will be available to the public, at the following posting location, no less than 24 hours before each meeting. _____

(See Note at bottom of page)

Signature of Chairperson: _____ Date: _____

* **Note:** All meeting notices and agendas must be posted on the City’s website, as well as at the designated posting location. For online posting, meeting notices and agendas should be emailed as a Word document to BoardsandCommissions@tucsonaz.gov



PUBLIC NOTICE STATEMENT — 2024

(Statement Due in the City Clerk's Office no later than December 22, 2023)

In compliance with the provisions of the Arizona Open Meeting Law (A.R.S. § 38-431.02), all boards, committees, and commissions are required to file a statement with the City Clerk stating the posting location for all public notices of their meetings. The location identified must be a place to which the public has reasonable access. The location should have normal business hours, should not be geographically isolated, and should be accessible and easy to find.

The attached form identifies two methods for posting. Please return the completed and signed form to the City Clerk, for use in calendar year 2024. The City Clerk will publish a consolidated notice.

Option A: Complete if the public body meets only as required. Meeting notices and agendas **must** be sent to the City Clerk for posting at City Hall and on the City's website. If you want to use a different posting location, identify where you will make meeting notices and agendas available to the public, but regardless, they **must** still be sent to the City Clerk's Office for processing and posting.

Option B: Complete if the public body intends to meet in person or in a hybrid meeting format (subject to the Mayor and Council guidelines) on a regularly scheduled day or date during the 2024 calendar year, and at a regular place and time. Meeting notices and agendas **must** be sent to the City Clerk for posting at City Hall and on the City's website. If you want to use a different posting location, identify where you will make meeting notices and agendas available to the public, but regardless, they **must** still be sent to the City Clerk's Office for processing and posting.

Please remember that, while state law stipulates **meetings shall not be held without at least twenty-four (24) hours' notice**, Mayor and Council requests that notices be posted a minimum of 5 days prior to the meeting. In order to properly document, process, post and distribute your meeting notices and agendas, the City Clerk's office should receive them a minimum of one week prior to the meeting date.

In accordance with State Open Meeting Law requirements, all meeting notices and agendas must be posted on the City's website, *as well as* at the posting location designated on the Public Notice Statement Form. For online posting, meeting notices and agendas should be emailed as a Word document to BoardsandCommissions@tucsonaz.gov. NOTE: Meeting notices and agendas that are emailed outside of regular business hours will not be posted until after the office reopens for business.

Additionally, per Mayor and Council Rules and Regulations, any BCC can either meet in person, virtually or using a hybrid method. Meetings conducted virtually through technological means must be noticed as such. All BCC's are required to notify the City Clerk's Office of the virtual meeting platform they will use. Members appearing virtually must leave their cameras on.

Thank you for your cooperation and assistance in this matter. If you have any questions, please contact Danny Garcia, Management Assistant, at (520) 791-4213.

Sincerely,

Suzanne Mesich
City Clerk

SM:dg

Attachment: Public Notice Statement Form - 2023

Excerpt from proposed Mayor and Council Rules and Regulations scheduled for consideration on October 17, 2023:

10. Electronic Attendance and Hybrid Meeting Format for Members of Boards, Committees and Commissions – These provisions are applicable to all members of Boards, Committees and Commissions (BCC's). Individual members requiring accommodation pursuant to the Americans with Disabilities Act (ADA) may file a formal request with the City Clerk. Additionally, if a member is unable to be present in person at a public meeting, they may participate by telephone, video, or internet conference. Members of a BCC must vote on changes to the meeting format. The hybrid meeting format is subject to the following conditions:
- a) Hybrid meetings should take place in City facilities that are equipped with the necessary audio-visual equipment to allow members of the BCC and the public to attend the meeting, in person or electronically. Members of the public who attend should be able to hear all telephone, video or online communications.
 - b) The meeting room must be large enough to hold the number of people reasonably expected to attend in person.
 - c) The meeting notice and agenda should state that one or more members of the BCC may participate by telephonic, video, or internet communications.
 - d) Hard copies of meeting notices and agendas must be posted in the official posting location with information containing:
 - i. The hyperlink or phone number to join the meeting must be noted on the agenda, allowing the public to access the meeting electronically.
 - ii. List department contact name, email address and phone number
 - iii. If Call to the Audience is included on the agenda, include language on how the public may participate.
 - e) Support staff must email all relevant agenda materials to boardsandcommissions@tucsonaz.gov at least two (2) full business days prior to the meeting start time.
 - f) Technology must be available that allows for the meeting to be recorded. Unless previously arranged, members who intend to appear through remote means must notify support staff and the BCC Chairperson at least 48 hours in advance of the meeting.
 - g) A quorum may consist of a combination of members who are attending in-person and/or remotely. The quorum must be maintained at all times.
 - h) The "Chat" function may not be used. Members of the Commission on Disability Issues (CODI) may file a request with the City Clerk to use the "Chat" function when necessary. Use of the function will require the Chairperson or support staff to read the names of the members commenting and all statements made via "Chat" into the record.
 - i) Members who attend BCC meetings remotely should keep their camera on.
 - j) Members must participate in the roll call, at which time the support staff or Chairperson will indicate the members who are attending by telephone,

video, or internet conference. The Chairperson may also require that all votes be taken by roll call.

- k) Members participating remotely may vote on all matters in the same manner as those members physically present, so long as they participated for the discussions and presentations related to the item, and not just for the vote.
- l) All reasonable efforts will be made to ensure that presentations before the BCC are available to remote attendees.
- m) The Legal Action Report and minutes of the meeting should identify the members who participated remotely.