

Boards & Commissions: New Agenda Requirement and Hybrid Meeting Guidelines

BoardsandCommissions <BoardsandCommissions@tucsonaz.gov>

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3 attachments (297 KB)

BCC Hybrid Meeting Guidelines.pdf; Hybrid Meeting Agenda Template.pdf; In-Person Meeting Agenda Template.pdf;

Good Afternoon BCC Chairperson & Support Staff,

On October 17, 2023, Mayor and Council approved Resolution 23687 which amended Mayor and Council Rules and Regulations to provide the option of electronic attendance, video conferencing, and hybrid meeting format for members of City of Tucson Boards, Committee and Commissions. Please review the '*BCC Hybrid Meeting Guidelines*' attachment which outlines the new guidelines for remote meeting participation.

Please know, in order for your BCC to move to a hybrid meeting format, this topic should be agendaized and voted on prior to holding hybrid meetings. If your BCC elects to pursue the hybrid meeting option, please notify the City Clerk's office of your change in meeting format and indicate such on the 2024 Public Notice Statement due to the City Clerk's office by December 22, 2023.

Additionally, due to passage of Senate Bill 1270, effective October 30, 2023, amendments have been made to A.R.S. 38-431.01 (B) and A.R.S. 38-431.02 (H) relating to public meetings and proceedings. See the excerpts from SB 1270 below, with the amendments listed in **BLUE**. **Please make sure you are adding "the time that the public will have access to the meeting place" to your agendas moving forward.**

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4      38-431.01. Meetings shall be open to the public; seating;
5      minutes; recordings
6      A. All meetings of any public body shall be public meetings and all
7      persons so desiring shall be permitted ALLOWED to attend and listen to the
8      deliberations and proceedings. All legal action of public bodies shall
9      occur during a public meeting.
10     B. SCHOOLS, SCHOOL BOARDS, EXECUTIVE BOARDS AND MUNICIPALITIES
11     SHALL PROVIDE FOR AN AMOUNT OF SEATING SUFFICIENT TO ACCOMMODATE THE
12     REASONABLY ANTICIPATED ATTENDANCE OF ALL PERSONS DESIRING TO ATTEND THE
13     DELIBERATIONS AND PROCEEDINGS, WHEN FEASIBLE. THIS SECTION DOES NOT
14     REQUIRE A PUBLIC BODY TO RELOCATE A MEETING OUTSIDE OF THE LARGEST REGULAR
15     MEETING ROOM.
16
17     H. Agendas required under this section shall list the specific
18     matters to be discussed, considered or decided at the meeting. EXCEPT FOR
19     A MEETING THROUGH TECHNOLOGICAL DEVICES, THE AGENDA SHALL ALSO INCLUDE
20     NOTICE OF THE TIME THAT THE PUBLIC WILL HAVE PHYSICAL ACCESS TO THE
21     MEETING PLACE. The public body may discuss, consider or make decisions
22     only on matters listed on the agenda and other matters related thereto.
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For reference, we have attached agenda templates for in-person and hybrid meetings which include the new agenda requirements. Additions on the attachments are highlighted in **RED**.

If you have any question please reach out to BoardsandCommissions@tucsonaz.gov.

Thank you,

Danny García

City Clerk's Office

Boards, Committees & Commissions

(520) 791-4213

NOTE: The City Clerk's Office has been temporarily relocated to 800 E. 12th St. (85719)

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