



## Guidelines for Hybrid Meetings

- 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. Members of a BCC must vote on changes to the meeting format.
- c. The meeting room must be large enough to hold the number of people reasonably expected to attend in person. The legal action report and minutes should identify the members who participate remotely.
- d. The meeting notice and agenda should state that one or more members of the BCC may participate by telephonic, video, or internet communications.
- e. 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.
- f. Support staff must email all relevant agenda materials to [BoardsandCommissions@tucsonaz.gov](mailto:BoardsandCommissions@tucsonaz.gov) at least two (2) full business days prior to the meeting start time.
- g. 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.
- h. A quorum may consist of a combination of members who are attending in-person and/or remotely. The quorum must always be maintained.
- i. 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.
- j. Members who attend BCC meetings remotely should always keep their camera on.
- k. 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.
- l. Members participating remotely may vote on all matters in the same manner as those members physically present, so long as they participate in the participated for the discussions and presentations related to the item, and not just for the vote.