



City Clerk's Office Standard Operating Procedures for the Legislative Management Division

SUBJECT VIRTUAL PUBLIC MEETING GUIDELINES	PREPARED BY: Ana Marrufo	DATE 6/19/2020
	REVIEWED BY / DATE Suzanne Mesich	TAB #

On June 9, 2020, the City Manager issued direction that all City of Tucson Boards, Committees and Commissions (BCC) may now begin meeting remotely. Until further notice, all BCC meetings will be conducted virtually. The following will be the City Clerk's protocol for Virtual Boards, Committees and Commissions (BCC) Meetings.

Section I. Technological platform and agendas.

- A. Microsoft Teams is the City's I.T. preferred platform for virtual meetings and we recommend BCCs use this platform. However, BCCs may hold meetings using other technological platforms, so long as the supporting department operates the equipment and:
1. Has a recording option;
 2. Has video or phone-in option; and
 3. Allows BCC members to join the meeting remotely, as well as City support staff, applicants (if any) and members of the public.
- B. All members need access to the platform the BCC will use and each commissioner will participate using audio.
1. Chat boxes may be used to request to speak/raise hand;
 2. Participation in the meeting must be live and may not be conducted via the Chat function;
 3. All involved in the meeting need to be aware that messages left via the Chat function are public record.
- C. If holding a virtual meeting, the entire membership will meet remotely. No groups may meet at one place, while others meet virtually.
- D. All relevant agenda materials will be emailed to boardsandcommissions@tucsonaz.gov at least 48 hours *minimum*, prior to the meeting start time. This is due to actions BCC staff takes to review and post the material online.
- E. We encourage BCC's to take language from the M&C agendas to include on their meeting notice. Include the link (hyperlink) to access the meeting online, as well as:
1. List department contact information, email address and phone number to direct comments or questions on agenda items;
 2. A way for interested parties to RSVP to a designated contact to receive meeting invite with direct link to access the meeting.



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- F. Placing Call to the Audience on the agenda is *optional*. If public comments are allowed for Call to the Audience, include language on how the public may participate and list department or support staff contact information the public may use. **NOTE:** Participants may be called on in the order determined by the Chair.

- G. All BCCs need to keep the schedule as it is posted on the Annual Public Notice Statement. Changes to the annual schedule may be made by emailing boardsandcommissions@tucsonaz.gov for instructions.

Section II. During the meeting:

- A. Staff must first determine that a quorum of the membership is present before the virtual meeting begins. Attendance must be done by roll call.

- B. If no quorum is met, the meeting must be adjourned. No informal meetings or presentations of any kind may take place. **No exceptions!**

- C. The Chair will provide an opening statement regarding the BCC holding a virtual meeting.

- D. Support staff can share their screen and run presentations for the BCC while the Chair moderates the meeting.

- E. Members will take formal legal action on items and ALL votes will be done by roll call.

- F. BCC's may allow members of the public to speak. Requests to speak can be made through the chat function or other application that they would like to speak. BCC support staff or someone other than the person running the meeting can monitor chat functions for messages.

- G. Presentations and materials submitted during the meeting must be filed in the City Clerk's Office. Email these to boardsandcommissions@tucsonaz.gov. BCC staff will print these as hard copies and file them.

- H. Audio of the meeting will be emailed to boardsandcommissions@tucsonaz.gov to post online within three (3) days of the meeting. **No exceptions!**