



**TOWN OF DEWEY-HUMBOLDT  
PUBLIC BODY RULES OF POLICIES  
AND PROCEDURES**

**PG No TC12-01**

**All Public Bodies : Town Council, Board,  
Commission, and Committees**

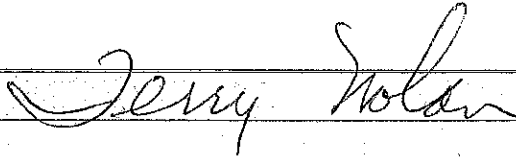
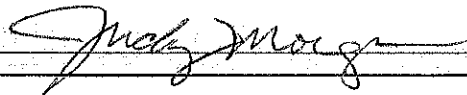
Effective Date:

April, 3, 2012

**Subject: *Telephonic Attendance***

1. **Purpose:** To establish guidelines for participation in Public Meetings by telephone or video conference.
2. **Scope:** This policy applies to all public bodies of the Town. In this Policy, "public bodies" shall mean the Town Council and all boards, commissions and committees of the Town.
3. **Background:**
  - 3.1. Pursuant to Dewey-Humboldt Town Code Section 31.16 Organization and Conduct (C), the conduct of board, commission, and citizen committee meetings is governed by the same rules of policy and procedure as the Town Council.
  - 3.2. Pursuant to Town Code Sections 32.15 and 32.16, the Town Council is authorized to establish written policies outlining and defining town matters within the powers and duties granted to the town council under state law and ordinances.
4. **Attendance Policy:**
  - 4.1. Members of the Town's public bodies shall attend meetings in person, if possible but may attend a maximum of two (2) meetings per year by telephone or video conference if circumstances prevent attendance in person.
  - 4.2. When a member is unable to attend a meeting in person, he/she may attend the meeting by telephone or video conference, provided:
    - 4.2.1. He/she has not exceeded his/her maximum limit of telephone or video conference attendance of 2 times per year; and,
    - 4.2.2. The Public body member has provided at least twenty-four (24) hour advance notice to the Town Clerk of the necessity for him/her to attend the meeting telephonically.
5. **Open Meeting Law Compliance Policy.**
  - 5.1. The definition of "meeting" in the Open Meeting Law of the State of Arizona includes participation in a meeting of the public body by telephone and video conference.
  - 5.2. Notice of all meetings of Town public bodies shall include notification of the possible attendance of a member by telephone or video conference.

- 5.3. Facilities will be used at the public body meeting to permit the public to observe and hear all telephone or video communications.
- 5.4. The minutes of the public body meeting shall clearly set forth which members were present in person and which were present by telephone or video conference. The minutes shall also describe the procedures followed to provide the public access to all communications during the meeting.

TERRY NOLAN, MAYOR		
ATTEST:		
JUDY MORGAN, TOWN CLERK		4/3/12
Notes:		