

Countering Disinformation Task Force
Rules for Conducting Task Force Business
October 2019

1. Quorum

The minimum number of members to conduct business and act on any item is 50 percent plus one member. Attendance may be in-person, telephonic, or by videoconference when available.

2. Decision-Making

Task Force decisions will be considered upon a motion that is properly seconded and following discussion on the motion. Task Force decisions will be made by majority vote of the members attending the meeting. A numerical vote will be recorded unless the decision is unanimous. The chair will vote only to break a tie.

3. Responsibility of Members and Proxy Policy

Task Force members are selected for their expertise and are encouraged to actively participate in Task Force meetings. However, a member may send a proxy to meetings when necessary. A member should give Task Force staff notice by email of a proxy's attendance at least twenty-four hours before the meeting. To advise staff of the proxy's address, the member should copy the proxy on the email.

- A proxy has all the responsibilities of a member, including voting power.
- A proxy must review the agenda issues, be prepared for the meeting, and brief the member on the meeting within a reasonable time thereafter.
- Another Task Force member may not serve as a proxy.
- A proxy is included in the count of members present to determine a quorum.

4. Call to the Public

As provided in [A.C.J.A.](#) § 1-202, every meeting agenda will include a "Call to the Public" before the meeting is adjourned. The chair will announce the opportunity for public comment regardless of whether a member of the public is attending the meeting or has expressed a desire to comment. The chair may impose reasonable time, place, and manner limitations on members of the public who respond to the call, including setting time limits, banning repetition, and prohibiting profanity and disruptive behavior.