

Task Force to Supplement Keeping of the Record by Electronic Means
Rules for Conducting Task Force Business and Proxy

1. Quorum Policy

The minimum number for a quorum of members to conduct the business of this task force is fifty percent plus one (i.e., six members). In-person attendance is preferred, but a member, if necessary and if electronic conferencing devices are available, may attend a meeting by telephone or by video.

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

Members must actively participate in task force meetings. However, task force members may send a proxy to attend meetings when necessary. A member should give twenty-four hours' notice to task force staff concerning the use of a proxy.

- A proxy has all the responsibilities of a member, including voting power. A proxy must review the agenda issues, be prepared for a 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.
- A member may not use a proxy for more than three meetings without approval of the task force chair.

A proxy form and instructions are on the next page.

4. Call to the Public

As provided in A.C.J.A. § 1-202, every meeting agenda will include a “Call to the Public” provision prior to meeting adjournment. The chair will announce the opportunity for public comment regardless of whether a member of the public is attending the meeting or has expressed any desire to comment. The chair may impose reasonable time, place, and manner limitations upon members of the public who respond to the call, including setting time limits, banning repetition, and prohibiting profanity and disruptive behavior.

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Proxy Designation Form and Instructions

- Appointed members of the task force are responsible for briefing their proxy regarding a pending task force meeting so that the proxy is prepared to conduct task force business.
- A proxy must similarly communicate with the member after a meeting to inform the member of substantive events that occurred at the meeting.
- A member wishing to appoint a proxy should complete this form and transmit it to task force staff indicated below at least one day prior to the scheduled task force meeting. A member who sends a proxy to more than one meeting must use a separate proxy form for each meeting.

Proxy designations should be sent to:

Marretta Mathes, Task Force Staff, Administrative Office of the Courts
Phone number: (602) 452-3966
Fax number: (602) 452-3480
E-mail: mmathes@courts.az.gov

I (please print your name), _____,
will be unavoidably absent from the meeting of the Task Force to Supplement Keeping of
the Record by Electronic Means scheduled for the ____ day of _____,
2019. Accordingly, I hereby designate the following individual to act as my proxy for this
meeting:

Name of proxy: _____

Title of proxy: _____

Proxy's e-mail address: _____

Proxy's phone number: _____

Date

Signature of Task Force Member