

**Task Force on the Arizona Rules of Family Law Procedure  
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., twelve 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 are encouraged to actively participate in Task Force meetings, as members are selected for their expertise. 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 attendance 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" 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 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.

**Task Force on the Arizona Rules of Family Law Procedure**  
***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:

Mark Meltzer, Task Force Staff, Administrative Office of the Courts  
Phone number: (602) 452-3242  
Fax number: (602) 452-3480  
E-mail: mmeltzer@courts.az.gov

I (please print your name), \_\_\_\_\_,  
will be absent from the meeting of the Task Force on the Arizona Rules of Family Law  
Procedure scheduled for the \_\_\_\_ day of \_\_\_\_\_, 2017. Accordingly, I  
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