

ARIZONA COMMISSION ON ACCESS TO JUSTICE

Rules for conducting commission business

1. Decision-Making

Commission decisions will be made by consensus or majority vote when a quorum is present. A numerical vote will be recorded unless the decision is unanimous.

2. Quorum Policy

The minimum number for a quorum of members is 50 percent plus one member. Attendance may be in-person, telephonically, or by videoconference when available. The chair may require that members attend certain meetings in person.

3. Proxy Policy

Commission members may send proxies to attend meetings when necessary and with proper notification to the chair. The attached form is available for this purpose.

- A proxy has all the responsibilities of a member, including voting power.
- There is no limit on the number of times a member can send a proxy.
- A member may not also serve as a proxy.
- Proxies are included in the count of members present to determine a quorum.

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Proxy Designation Form and Instructions

Appointed members of the commission are responsible for providing materials to and thoroughly briefing their proxy designees. Members may either complete this form or provide the information indicated below in a similar fashion or by email. Proxy designations should be sent to:

Kathy Sekardi, Commission Staff, Administrative Office of the Courts

Phone number: (602) 452-3253

Fax number: (602) 452-3659

E-mail: ksekardi@courts.az.gov

Please send the information at least one week prior to the meeting that the proxy will be attending.

To: Judge Lawrence F. Winthrop, Chair
c/o Kathy Sekardi, Commission Staff

I (please print your name), _____,
will be absent from the Arizona Commission on Access to Justice meeting scheduled for
_____. Accordingly, I designate the following individual to act as
my proxy for this meeting:

Name and employment position of proxy:

E-mail address: _____

Telephone number: _____

Date

Signature