AGIC

ARIZONA GEOGRAPHIC INFORMATION COUNCIL

AGIC Member's Manual

Updated December 2023

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Executive Summary

Council Members,

Welcome to the Arizona Geographic Information Council (AGIC). The following document was developed to notate how AGIC business is conducted as well as provide some basic information and knowledge regarding the structure and operations of the Council and Committees. It is our hope the following pages will provide members the information necessary to maximize our efforts and further the mission and vision of AGIC. Please utilize this document to help understand your role on the Council, be a productive member, and share additional information of interest.

The document is divided into the following sections:

- Sections 1 through 5 provide an overview of AGIC, including how AGIC business is conducted, how officers are elected, and how committees are managed. *All new Council members are encouraged to read these sections*.

- Sections 6 through 11 focus on the functions used to support and administer AGIC, including the administration of AGIC's budget, travel reimbursement procedure, and communications.

- The Appendices provide guidelines on how to conduct meetings and observe open meeting laws.

This living document will be provided to all Council and Committee Members, to help maintain consistency through all our processes. The AGIC Administration and Legal Committee is tasked with managing and updating the manual as needed to ensure it remains current. If any portion of this document requires attention or if you have recommendations on how to improve the manual, please inform one of the AGIC Officers.

Thank you for your current and future service on the Council.

Section 1: Introduction to AGIC

The Arizona Geographic Information Council (AGIC) was established by Governor Rose P. Mofford through [Executive Order 89-24](#) as Arizona's primary forum and oversight group for geographic information and geographic information technology issues and coordination efforts. In 2009, AGIC was established in legislation. Changes to Arizona Revised Statutes (ARS) Title 37 modernized the original statutory language. [ARS § 37-173](#) emphasized enterprise GIS, [ARS § 37-178](#) introduced language to enhance geospatial data sharing, and [ARS § 37-177](#) established AGIC in statute.

The purpose of AGIC is to foster information exchange, cooperation, and standardization in the acquisition, exchange, and management of spatially referenced geographic information used by geographic information systems (GIS) in the State of Arizona. AGIC accomplishes this by:

- Advising the Arizona State Cartographer's Office (SCO) on matters related to geospatial data sharing and appropriate strategies to support a geospatial clearinghouse and statewide geographic information system.

- Facilitating interagency coordination for the purpose of geospatial data sharing and supporting a geospatial clearinghouse, a statewide geographic information system, and location-based services that enhance and support federal, state, and local government business systems, including planning, asset management, location awareness, emergency preparedness, and many other analytical and mitigation response systems.

- Collecting information on user requirements on matters related to geographic information systems, geospatial data, technologies, products, services, standards, programs, and activities and prioritizing those requirements to the Arizona State Cartographer's Office, the United States Geological Survey and other producers of geospatial data.

- Serving as a forum to facilitate informational exchange between federal, state, tribal, regional, and local governments, the private sector, and professional associations.

- Appointing technical committees to address specific needs and issues, as necessary.

Council members are appointed by the Governor to three-year terms. AGIC receives support and coordination assistance from the Arizona State Land Department and State Cartographer's Office. The State Cartographer is also the formal point of contact in the Governor's Office and Boards and Commissions documentation.

Section 2: AGIC Code of Conduct

General Code of Conduct

Membership on the Council, a Committee, or a Workgroup requires active participation. It is important for members to make a good faith effort to attend as many meetings as possible. If a member is unable to attend a meeting, they should contact the appropriate Chair or one of the State Cartographer's Office (SCO) administrative points of contact to inform them of their absence. This will help the Chair prepare in case a quorum will not be reached for the meeting.

When appropriate, such as while attending non-AGIC events, members of the Council, a Committee, or a Workgroup are permitted and encouraged to represent AGIC. However, no one should commit the Council or their respective group to any decisions or actions without getting approval from the Council or group first. Refer to [Appendix B: Open Meeting Law Decision Tree](#) to understand if it is appropriate to discuss AGIC business outside of official meetings.

Meeting Etiquette

Council, Committee, and Workgroup Chairs ensure:

- Meetings are conducted professionally
- Meetings stay focused on the topics listed in the agenda
- All voting members receive enough time to speak
- Ensure meetings remain within the allotted time frame.

All AGIC participants, including Chair positions, voting members, public members-at-large, and any other meeting attendees, are expected to adhere to the following rules of etiquette during meetings:

- Treat all members with respect and courtesy.

- Do not interrupt. The Chair will recognize who is permitted to speak during meetings.
- Be punctual. If you do not expect to arrive at a meeting on-time, inform the Chair prior to the meeting so they can plan accordingly.
- Stay on the agenda. Arizona Open Meeting Law requires meetings to only discuss the topics listed in the agenda.
- Do not distract others during the meeting. For example, mute cell phones or set them to vibrate before the meeting begins.
- Mute your microphone when not speaking during video meetings or phone calls.

Online Code of Conduct

The following code of conduct applies to all those participating in AGIC forums, social media accounts, or the AGIC-L listserv (henceforth referred to as Online Forums).

1. Using online forums for commercial purposes or personal business (e.g., buying, selling items, advertisement) or private gain is prohibited.

2. Using online forums for election activity, support, or endorsement is prohibited with the exception of sanctioned AGIC announcements.

3. Posting any information or other material protected by copyright without the permission of the copyright owner is prohibited.

   a. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. If this is not the case, contact the SCO so they can remove the materials or from any social media or forum accounts or send a response through AGIC-L.

   b. By posting materials, the posting party grants AGIC and users of the forums the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

4. When posting to online forums, be respectful, professional, and courteous. Defamatory, abusive, discriminatory, harassing, intimidating, profane or offensive language is prohibited.

5. The use of online forums in connection with contests, chain letters, junk e-mail, or "spam" is prohibited.

6. The use of online forums to falsely impersonate an individual, group, organization, or entity is prohibited.

7. Users of online forums must determine whether it is necessary to post an answer to an entire list; if a user is unsure, a private e-mail should be sent to the person to whom the user is responding.

8. E-mails from one individual to another shall only be shared with members of the list if there is prior written permission from the author of the e-mail.

9. AGIC members and affiliates are encouraged to represent AGIC in online forums. However, they are not permitted to commit the Council, a Committee, or a Workgroup to any decisions or actions without getting approval from the Council or group first.

Online Forum Disclaimer

The AGIC online forums, including any AGIC-affiliated web forums, social media accounts, and the AGIC-L listserv, are available as a service to our members and affiliates. AGIC is not responsible for the opinions and information posted on the forums by others. We disclaim all warranties with regard to information posted on the forums, whether posted by an AGIC member, affiliate, or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall AGIC be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on the forums.

AGIC does not actively monitor the online forums for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to the attention of AGIC or the SCO, we will take all appropriate action.

AGIC and the SCO reserve the right to terminate access or block any user who does not abide by the Online Code of Conduct.

Section 3: Serving on AGIC

Appointments

As established in [ARS § 37-177](#), Council members are appointed by the Governor and serve without compensation. Staggered appointments are for three-year terms. The council is comprised of thirty-five appointments in the following stakeholder areas:

- Eighteen members representing state agencies and instrumentalities

- Six members representing federal governmental agencies

- One member representing a statewide association of county governments

- One member representing a statewide association of municipal governments

- Six members representing geographic information systems consortia or local governments

- One member representing an Arizona Indian Tribal Nation

- One member representing a professional geospatial organization

- One member representing the private sector

Members serve on the Council at the pleasure of the Governor and may be removed from the Council by the Governor at any time for any reason. Appointments are made for a three-year term, though members may resign from the Council if necessary. Refer to section [Resignations and Vacancies](#) for details. Members may continue to serve past their term expiration if another person has not yet been appointed by the Governor to replace them. The State Cartographer's Office will maintain a list of active Council members and their status.

Participation

Membership on the Council requires active participation. It is important for members to make a good faith effort to attend as many Council meetings as possible. For more details, refer to Section 2: AGIC Code Of Conduct.

Council members are encouraged to be an active member of at least one of the AGIC Council Committees or Workgroups. Refer to Section 6: Committees for more details.

Resignations and Vacancies

Any Council member may resign from AGIC upon giving notice, in writing, to the Governor's Office of Boards and Commissions and to either the Council Chair or the State Cartographer's Office.

If a Council member fails to attend meetings or does not participate as an active member on the Council, then the Council may recommend to the Governor's Office of Boards and Commission that the Council member in question not be renewed.

If a Council member cannot fulfill their duties due to change in employment, work responsibilities, disability, or death, the Council will work towards facilitating new membership. If a vacancy in Council membership occurs, the State Cartographer's Office shall contact the designating stakeholder group to request a nominee, or nominees, submit an application for appointment to the Governor's Office of Boards and Commissions. Until a nominee is officially appointed by the Governor to fill the vacancy, the person who originally occupied the position shall remain on the Council, with full voting rights.

Section 4: Officers

AGIC officers include the Chair, Vice-Chair, Past-Chair, Treasurer, and Secretary. Elected officers shall assume their official duties during the first Council meeting of the calendar year (usually held in February) and shall serve a one-year term. The term of the Vice-Chair is one year, after which the position transitions to the Chair with a term of one year, after which the position transitions to the Past-Chair. It is therefore expected that the lineage of Chair will be a three-year commitment to the Council.

Description of Elected Officer Positions

Chair

The AGIC Chair presides at all council meetings. The Chair is also responsible for the implementation of the Council's decisions. The Chair, along with the Vice-Chair or other persons specifically appointed in writing by the Chair, is authorized to represent AGIC with other organizations. The duration of service of the Chair is for one year, after that the person becomes the Past-Chair.

Vice-Chair

The Vice-Chair is elected annually by a majority vote of the Council. The role of the Vice-Chair is to assist the Chair in the discharge of his or her duties as requested and, in the absence or inability of the Chair to act, perform the duties of the Chair. The duration of service of the Vice-Chair is for one year, after that the person becomes the Chair.

Past-Chair

The role of the Past-Chair is to perform duties as designated by the Chair. The duration of service of the Past-Chair is one year.

Additional Chair Duties

An important role of the chair positions is to represent the State of Arizona at the National States Geographic Information Council (NSGIC). AGIC will send at least one chair position to the annual and mid-year NSGIC conferences. It is not necessary for the same chair position to attend both events, so long as AGIC is represented at both. More information on NSGIC related travel can be found in [Section 12: Travel](#).

It is strongly recommended that all Chair positions be active in at least one of the standing NSGIC Committees that focus on geospatial issues between the state government and our Federal Partners and that the Chairs regularly report on these committee activities to the Council.

Following approval for any new council members, the AGIC Chair should send a welcome letter congratulating the members on their appointment. It is recommended the welcome letter also include a link to the AGIC Manual so new members can familiarize themselves with the structure of AGIC and understand how meetings are conducted.   In addition, the AGIC Chair should also send thank you letters to any outgoing council members expressing appreciation for their service to the Council.

Treasurer

The Treasurer position is filled upon vacancy and requires a majority vote of the Council. AGIC's financial accounts are administered through the Arizona State Land Department's Resource Analysis Division (RAD). It is the responsibility of the Treasurer to work with ASLD to track the Council's finances, work to correct any issues found within the budget, and present Council and committee budgets to the Council.

Secretary

The Secretary position is filled upon vacancy and requires a majority vote of the Council. The role of the Secretary is to take notes during Council meetings and publicly post Council meeting minutes to the AGIC website within three (3) working days following a meeting.

Election Process and Passing the Gavel

Officers are elected by a majority vote of the Council. Nominations are solicited from the Council by the Chair at the August Council meeting (or the meeting prior to that at which the election will take place). It will be the responsibility of the Chair or a Council member appointed by the Chair to create a list of nominees for election of officers and to conduct the election process. Members interested in serving as officers shall give their resumes, biographic, or other appropriate information to the Chair or their designee.

The election of officers will take place at the November Council meeting (or the last Council meeting of the calendar year). Each voting member of the Council has one vote for each officer. Elections shall be conducted by open vote of the Council, with officers elected by a majority of votes cast.

At the February meeting (or first meeting of the following calendar year), the outgoing Chair will call the meeting to order and ensure a quorum is established. The outgoing Chair will then introduce the incoming Chair and pass the gavel. At that time, all incoming Chairs will ascend to their new positions for the year and the incoming Chair will run the rest of the meeting.

Resignation Process for Officers

If an officer resigns their position prior to the end of their term, the following procedures apply:

- Chair: Upon receipt of resignation of the Chair, the Vice-Chair will assume the duties of the Chair through the end of the term as well as the following term for which they were initially elected to be Chair. In the event the Vice-Chair is also vacant, the Past-Chair will assume the duties as Chair and call a special election to fill the vacated Vice-Chair position.

- Vice-Chair: Upon receipt of resignation of the Vice-Chair, the Chair will recommend the Past-Chair to assume the duties of the Vice-Chair until a special election can be held to fill the Vice-Chair position.

- Treasurer: Upon receipt of resignation of the Treasurer, the Vice-Chair will represent the Council in this capacity until a special election can be held to fill the Treasurer position.

- Secretary: Upon receipt of resignation of the Secretary, the Treasurer will represent the Council in this capacity until a special election can be held to fill the Secretary position.

Removal Process

Officers may be removed by a majority vote by the Council members.

Section 5: Council Meetings

Schedule

Council meetings will be held at least quarterly. Unless otherwise dictated by the Council, these will be scheduled on the first Thursdays of February, May, August, and November. Notice of Council meetings are sent to Council members at least seven days before the meeting. An official public meeting notice as provided by [ARS § 38-431.02](#) is provided to Council members at least 24-hours prior to the meeting. The Chair may call additional Council meetings as needed to discuss and act on critical issues as long as he or she provides at least 24- hours' notice.

Quorum

A quorum is required to hold a meeting where motions and votes may occur. A quorum is defined in [ARS § 1-216(B)](#) as a majority of members and is based on the total number of members the council is assigned in statute, not by the total number of seats filled. In the case of AGIC, a quorum is 18 members. Members attending a meeting in-person, by phone, or virtually are counted towards the quorum.

A quorum must be established before a council, committee, or workgroup meeting may start. If a quorum cannot be established, those in attendance may informally discuss business but no votes, official decisions, or other actions may be taken or assigned. If a meeting is in danger of not obtaining a quorum, officers are encouraged to call voting members and encourage them to phone in to help establish a quorum.

Meeting Format

The Chair may conduct meetings in an informal manner, but [Robert's Rules of Order Newly Revised](#) may be invoked as needed, at any time, by a majority request of the members present. See [Appendix A - Guidelines to Running an Official Meeting](#) for information on conducting an AGIC meeting.

As a public body enabled by the Arizona Legislature, AGIC is bound by the terms of Arizona's open meeting law as described in ARS § 38.431.02. All meetings of AGIC and its committees are required to follow open meeting laws, including the development of and adherence to an agenda. Only topics that are part of the agenda can be brought forth in the meeting and discussed, although the order of presentation may be changed at the discretion of the Chair. See Appendix A7. Sample Council Meeting Agenda for an example of an AGIC agenda. For more information on open meeting law, see *The Arizona Open Meeting Law*, published by the Arizona Ombudsman – Citizens' Aide Office.

Call to Public

Open meeting guidelines indicate that each public meeting may have a portion of the agenda dedicated to a "Call to the Public", where attendees (outside of the current Council or invited guests) have an opportunity to address the Council on issues that may impact or be of interest to the Council. Prior to each meeting, a Call to the Public sign-in sheet may be made available for public attendees to sign, indicating their name and the topic they wish to discuss with the Council. The Chair can then provide an opportunity for the person to address the Council. See Appendix A5. Calls to the Public for more details and Appendix A9. Sample "Call to the Public" Sign-In Sheet for a sample Call to The Public sign-in sheet.

Executive Sessions

All council, committee and workgroup meetings must be open to the public; however, there may be occasions when members must meet on matters that should be excluded from public view using Executive Sessions. Per ARS § 38-431.03 and further clarified in Chapter 7 of the Arizona Agency Handbook, an Executive Session may be held for the following reasons:

- Personnel Matters

- Confidential Records

- Legal Advice

- Litigation, Contract Negotiations and Settlement Discussions

- Discussions with Designated Representatives Regarding Salary Negotiations

- International, Interstate, and Tribal Negotiations

- Purchase, Sale or Lease of Real Property

- Taking Legal Action

See [Appendix A3. Executive Sessions](#) for more information about Executive Sessions.

Section 6: Committees

Committees are authorized, created, directed, and dissolved by majority vote of Council members at a Council meeting and shall meet, discuss, study, or resolve assigned issues as needed to carry out the business of AGIC. Committees shall meet at least quarterly but not on the same day as Council meetings, except in the event a special committee meeting is required due to Council priorities. Committees are required to have at least one Council member participating. Each committee shall appoint a Committee Chair to organize the group and to act as a spokesperson representing the committee before the Council. Committee Chairs shall be responsible for maintaining a roster of voting members on the committees. Committees are bound by Open Meeting Laws, which means all meetings must be held publicly, must have a quorum of committee voting members before the meeting may begin, and must include meeting agendas, meeting minutes, and records of any materials presented at the meetings. The Committee Chair is responsible to ensure documentation is provided to the State Cartographer's Office.

The Council, committees, and in certain cases, existing workgroups, may create workgroups, which focus on specific tasks assigned by their coordinating group. A workgroup can be assembled either by majority vote of the Council/committee or at the pleasure of the Council/committee Chair. Workgroups will be formed as they are needed and, upon completion of their assigned tasks, the workgroup may be disbanded at the pleasure of the original coordinating body. The role of the workgroup is not to make a decision on a topic, but to compile information and report to the body that created it. The organizing body will establish a Workgroup Chair to organize the group and act as spokesperson. Workgroup Chairs will maintain a roster of voting members. As with committees, workgroups must follow Open Meeting Laws, where all meetings are held publicly, a quorum is established before meetings may start, and records of agendas, meeting minutes, and any materials presented during meetings are retained and documented with the State Cartographer's Office.

The AGIC Chair may call meetings of Committee Chairs to obtain progress reports, which will be presented to the Council. A current list of active AGIC Committees and Workgroups is available in the AGIC Organizational Chart, located on the [AGIC Council Website](#).

Committee/Workgroup Chair Appointment

Upon a vacancy in the Committee Chair position, the committee will select a nominee through majority vote to fill the vacancy. The nominee will then be presented at the next scheduled Council meeting.

Workgroup Chair vacancies will follow the same procedure except instead of presenting the nominee to the Council, they will be presented to and approved by the coordinating body that formed them.

Additional Committee/Workgroup Chair Responsibilities

There are additional responsibilities of all Chairs to facilitate the needs of AGIC, including:

- Updating website content to include group calendar entries, meeting agendas, and meeting minutes.

- Preparing annual work plans and accomplishments for presentation at the second Council meeting of the year.

  - Committees and workgroups will list all of the workgroups that report to them within their annual work plan. The list shall include the workgroup name and a short description explaining the group's goals.

    - This shall only be required at the beginning of the year. Work plans will not need to be revised during the year with any new workgroups formed after May.

- Committees and workgroups have the authority to decide if any workgroups under them will develop individual work plans.

- Committees and workgroups must approve the work plans for any workgroups under them that are required to submit one. The parent committees and workgroups must also include all sub-workgroup work plans in their annual work plan that they present to Council.

- The Council will only review and consider approval of the work plans of the committees and workgroups that report directly to them.

- Preparing reports for quarterly Council meetings and ensuring items necessary for Council vote are included in the Council's agenda.

- Work with the Administrative and Legal Committee to maintain an organizational chart of AGIC.

  - The front page of the organizational chart shall only include information about the Council, the committees, and the workgroups that report directly to the Council or any committees. Workgroups that report to workgroups shall not be included on the first page but may be included on subsequent pages.

Secretary Appointment

Each committee and workgroup may have a secretary position to help with notetaking and minutes. It is up to the Chair to decide if the position is necessary and to hold elections if the position is required.

Serving on a Committee or Workgroup

Anyone may serve on a Committee or Workgroup, regardless of whether they are a Council member or not. People may request to serve on the committee or workgroup as a voting member or as a public member-at-large.

- Voting Member: Has the authority to vote during meetings. They are obligated to serve a minimum of 75% of all scheduled meetings during the year.
- Public Member-At-Large: Cannot vote but are under no obligation to attend any or all meetings.

It is the responsibility of the Chair to maintain a roster of voting members and their attendance at all meetings. Voting members count toward quorum, which means a meeting may not proceed unless at least half of the voting members, including the Chair, are present. Chairs are advised to keep their voting member roster a small portion of the total number of members who attend to avoid issues when making quorum.

The Chair(s) have the authority to add or remove voting members at-will, without a prior vote from the other voting members. It is important that voting members attend a minimum of 75% of all scheduled meetings during the year. If they do not meet this obligation or miss three consecutive meetings for unexcused reasons, the Chair(s) may remove the voting member and reassign them as a public member-at-large. A person removed as a voting member may be reinstated at the discretion of the Chair(s). It is recommended that voting members who decide they are no longer able to meet their obligation to proactively request the Chair(s) reassign them as a public member-at-large.

Section 7: Administration

AGIC is administered by its elected officers. The SCO shall keep the official current and complete books and records of the decisions, actions, and obligations of AGIC according to the Arizona State Land Department's retention schedule. The SCO shall coordinate meeting notices and meeting locations and shall keep a record of names and addresses of the members of the Council. All books and records are public records and may be inspected by anyone, including members of the Council, for any purposes at a reasonable time and location. Requests for AGIC records may be submitted to the Arizona State Land Department public records office or directly to the SCO at agic_info@azland.gov. In the event the Council is dissolved, the SCO will be responsible for the books, records, and distribution of any other assets to the voting member agencies of the Council as soon as practical.

Section 8: Communications

Arizona Open Meeting Law defines a meeting as "a gathering, in person or through technological devices, of a quorum of members of a public body at which they discuss, propose, or take legal action." For this reason, electronic communication among Council, committee, and workgroup members is discouraged, except for the transmission of information regarding meeting schedules, agendas, and materials associated with those meetings. To comply with Open Meeting Law, all correspondence regarding official business of the AGIC Council must be mediated by the SCO. All correspondence, electronic and otherwise, shall be provided to the SCO for dissemination to the AGIC Council.

For more information on Arizona's Open Meeting Law, please consult *The Arizona Open Meeting Law*, published by the Arizona Ombudsman – Citizens' Aide Office.

Section 9: Obligations and Expenses

All AGIC Council members will cooperate with the SCO in efforts to develop funding for AGIC activities. Any funds obtained for AGIC will be deposited with the SCO in a designated fund established specifically for the purposes of this Council. AGIC's fiscal year will relate to the Arizona State Fiscal Year; July 1st through June 30th, inclusively.

Per a motion adopted by the Council on February 5, 2015, the AGIC Chair may authorize expenditures up to $500 without consulting the Council. Amounts for expenditures exceeding $500 must be authorized by the Council.

To meet its statutory obligations under [Arizona Revised Statute § 37-177](#) to appropriately advise the Arizona state cartographer's office and facilitate information exchange for Arizona, AGIC maintains a membership with the National States Geographic Information Council (NSGIC). Annual dues are split between AGIC and the Arizona State Land Department.

Section 10: Budget

As a legislatively appointed council, AGIC does not have a committed revenue source through public funds. As such, financial support of AGIC activities are provided through the annual training conference revenue, grants, and other in-kind solutions. The AGIC budget is a financial report reflective of approved expenditures as voted on by the Council or authorized by the Chair. There is no guarantee of fund availability and all requests for expenditures are subject to current fund availability. The Council does not need a vote to approve the budget (Robert III et al., 2013, p 479). Once the Treasurer reads the budget during a Council meeting, the report will be delivered to the Secretary so it can be recorded as part of the official meeting documents.

Section 11: NSGIC

The National States Geographic Information Council (NSGIC) is a national council focused on the coordinated, impactful, and cost-efficient application of GIS and other location-based information and analytics to best serve the nation. NSGIC involves professionals who serve on state GIS councils from all 50 states and Puerto Rico. More details are available on the [NSGIC website](). The SCO is required to participate in NSGIC per [Arizona Revised Statute § 37-173](). To meet its statutory obligations under [Arizona Revised Statute § 37-177]() to appropriately advise the Arizona state cartographer's office and facilitate information exchange for Arizona, AGIC participates in NSGIC as well.

All AGIC council members are automatically enrolled as a member of NSGIC. The membership provides all AGIC council members with the following:

- Utilize membership rates to attend the NSGIC Annual Conference and Mid-Year meetings
- Participate in NSGIC committees and workgroups
- Participate in NSGIC discussion threads and forums
- Access member-only webinars
- Network with other state GIS council members participating in NSGIC.

In addition to their council members, AGIC is also permitted to add five (5) non-council members to their NSGIC roster, referred to as Arizona NSGIC State Leaders. The state leaders are nominated by the Administrative and Legal Committee and selected by majority vote of the AGIC Council. They typically include individuals from the Arizona GIS Community who would benefit AGIC and the state by their participation in NSGIC. This vote is held every two years and those interested should contact the AGIC Chair or the State Cartographer's Office. At the end of a two year term, the state leaders are required to provide a report describing how their participation benefited Arizona.

Section 12: Travel

At times, both in-state and out-of-state travel is necessary to fulfill AGIC initiatives. Travel reimbursement may be provided and is subject to the laws and rules of the State of Arizona. Before traveling, a Council member is encouraged to seek guidance concerning eligible travel expenses. Reimbursable expenses will only be considered for travel that has been previously approved by the Council, by the Arizona State Land Department, or under some circumstances, approved by the Council Chair.

Due to the limitation of AGIC funds, it is encouraged that requests for travel reimbursement be sought in the following order:

1. Stakeholder group and/or agency.

2. Grant opportunities (i.e. NSGIC Conference attendance).

3. AGIC Funds.

Travel expenses are restricted to eligible travel as defined by the State of Arizona and the policies of the Arizona State Land Department. Receipts are required for reimbursement when travel is completed. If the traveler does not have the proper receipts, reimbursement may not be approved.

The following classifications are intended as a guide and are not an all-inclusive list of possible fees and costs which may be reimbursable. Check with the funding source for detailed instructions on reimbursement requirements.

A. Registration Fees

B. Transportation

C. Lodging

D. Meals

E. Training or Conference Expenses

Travel Pertaining to NSGIC

At least one officer from the Council, either the Chair, Vice-Chair, or Past-Chair, is expected to attend the NSGIC annual and mid-year conferences. Other officers may be sent to the conferences depending on availability of funds and contingent upon approval by the Council.

Unless the Council approves additional funds, AGIC will provide half of the travel and registration cost to NSGIC functions. The attendee will seek alternative funds for the other half, such as through their own agency.

Each year, the AGIC Treasurer will work with the Administrative and Legal Committee to review the budgeted amount for NSGIC registration and travel expenses. They will advise the AGIC Council should the budgeted amount need to be adjusted.

The Council may vote once per year to approve spending for the upcoming year. It is advised the Council should schedule the vote to occur at the November Council meeting to approve the funds for the following calendar year, which would allow enough time for the Chairs to prepare attendance to the NSGIC Mid-Year meeting that generally occurs in the first quarter of the year. Suggested language for a motion is as follows:

> Motion to approve a maximum budget of [Insert amount recommended by the Treasurer] to support half of the registration and/or travel expenses for the AGIC Chairs to attend NSGIC-related events for calendar year [insert the following calendar year].

Section 13: Listserv and Website

The purpose of the AGIC website and listserv is to facilitate and encourage the exchange of information to maintain an informed and engaged GIS community.

Listserv

The AGIC listserv is a public listserv used for the transmission of sanctioned information of general interest to all members of Arizona's GIS community. To post to the listserv, members may send a message to agic-l@asu.edu. Listserv participants are expected to follow the Online Code of Conduct described in Section 2 as well as the Terms of Use listed below.

Code of Conduct / Terms of Use
Refer to Section 2: AGIC Code of Conduct for the conditions authorized to access and use the listserv.

Modification of Terms
The Listserv Code of Conduct may be modified without notice when it is deemed reasonable and necessary.

Compliance Monitor
The use of the listserv shall be monitored by the SCO who will have the authority to issue reminders and updates relating to the terms of compliance with the listserv policy.

Exclusion of Listserv
The use of the listserv is a privilege. AGIC may restrict or remove a user's access to the listserv with or without notice if such use is deemed to be in violation of the Code of Conduct or is determined to be detrimental to the mission or reputation of AGIC. Restriction of access is the decision of the AGIC Chair.

Website

The AGIC website is intended to provide transparency to the public, including information on the mission of AGIC, the structure of the Council and its committees, and AGIC activities. Website content is managed by representatives of AGIC and the SCO. The AGIC Outreach Committee facilitates website maintenance and content on behalf of the Council. Guidelines on website content are provided in the AGIC Social Media Guidelines. Instructions on how to post materials or make changes to the website are available in the AGIC Website Management Instructions document. Note, as of December 2020, the Social Media Guidelines and Website Management Instructions documents are still being drafted and have not been officially approved for publication. Once they are, links to the documents will be added to this manual.

Appendices

Appendix A - Guidelines to Running an Official Meeting

A1. Chair's Guide to Preparing for and Running a Meeting

1. One-Week to 24-Hours Prior to the Meeting

   a. Send a copy of the minutes from the previous meeting to all voting members

2. 24-Hours Before the Meeting

   a. Post the agenda on the AGIC website and email it to all voting members.

      i. Refer to the sample agenda in [Appendix A7: Sample Council Meeting Agenda](#).

   b. If a consent agenda will be used, include a list of all motions within the main agenda or as a separate document on the AGIC website and email it to all voting members.

      i. If posting a consent agenda as a separate document, make sure the main agenda clearly states where members can view the consent agenda document.

3. Five-Minutes Before the Meeting Starts

   a. The Chair begins counting all voting members present in-person and on the phone to verify a quorum has been reached (see the definition of a [quorum](#).

      i. If a quorum of members has not been reached, the Chair will contact voting members to encourage them to attend to reach a quorum, if possible.

      ii. If a quorum cannot be reached, the meeting must be canceled or can be changed to INFORMATION ONLY (i.e. no votes or actions may be taken).

    b. If the meeting does not have an assigned secretary, the Chair will ensure meeting notes are taken.

4. Starting the Meeting

    a. The Chair calls the meeting to order and notes the time for the minutes.

      i. During Council meetings, the Chair raps the gavel and says: "I call this meeting order."

    b. If it is available, the Chair announces the [A9. Sample "Call to the Public" Sign-In Sheet](). The Chair explains to the members of the public that they must sign-in if they wish to address the members during the "Call to the Public" agenda item.

      i. Note: Call to the Public Sign-In Sheets are optional and it is the decision of the Chair to use one. However, if a sign-in sheet is used, it must be made available before the start of the meeting.

5. Introductions

    a. The Chair, or designated alternative, will read off the Council member roster confirming member attendance.

      i. During Council meetings, only Council members should introduce themselves.

      ii. Committee and Workgroup Chairs may allow non-voting members, including members of the public, to introduce themselves as well.

        1. *Note: Non-voting members do not have to introduce themselves nor should they feel compelled to do so.*

6. Previous Meeting's Minutes

a. Meeting minutes may be included in a consent agenda if one is being used. Otherwise, follow this procedure for approving meeting minutes.

b. Meeting minutes may be approved using the formal voting process or the unanimous consent voting process, both outlined in [Appendix A2. Voting Process](#).

    i. If using the formal voting process, the Chair will request a motion to approve the minutes as-written by following the formal voting process outlined in [Appendix A2. Voting Process](#).

    ii. If using the unanimous consent voting process:

        1. The Chair will state "Are there any corrections to the meeting minutes?"

        2. After a brief pause, if no objections are raised, the Chair will state "Hearing none, the minutes pass as-written."

        3. If a correction is offered…

            a. IMPORTANT: Each correction must be voted on individually.

            b. Hearing the correction, the Chair will state "Are there any objections to the correction?"

                i. After a brief pause, if no objections are raised, the Chair will state "Hearing none, the correction passes" and continue to step c below.

                ii. If there is an objection to the correction, the Chair will move to a formal voting process by asking a member for a motion to approve the correction and another to second.

                    1. If a simple majority approves, the correction passes.

> > c. The Chair will state "Are there any further corrections to the minutes?"
> >
> > > i. If more corrections are offered, return to step b.
> >
> > d. Once all corrections are approved, the Chair will state "The minutes with corrections pass."

> c. Once passed, the minutes are adopted.
>
> > i. The Secretary will post the minutes to the AGIC Website within three (3) business days following the meeting.

7. Consent Agenda

   a. If a consent agenda is being used, following the steps in A4: Consent Agendas.

8. Council Business

   a. The Chair introduces each item on the agenda that will be discussed and, if appropriate, identifies the person(s) who will lead the discussion.

   > i. The Chair recognizes the Treasurer for the budget updates.
   >
   > > 1. The Treasurer reads the budget and answers any questions from the Council. Once read, the Treasurer says the budget will be filed with the Secretary so they are included with the meeting documents.
   > >
   > > > a. Any expenditures will be presented to the Council and will be voted on
   > > >
   > > > b. Any questions or concerns from the Council will be addressed by the Treasurer and can be researched as necessary
   >
   > ii. The Chair recognizes the Vice-Chair to lead items related to committee reports and committee actionable items.

1. Committee Chairs or their designees can be recognized if a committee report or presentation is on the agenda.

2. The Chair(s) may also introduce other members of the committee to speak on the agenda topic, as necessary.

3. When discussing an item, Council members are the only members who may comment during the discussion period, unless the Chair allows non-members to address the council.

4. Reports from committees and workgroups do not need Council approval. Action items do need Council approval and will be voted on as needed.

iii. Any items that require a vote will follow the voting process described in Appendix A2. Voting Process.

b. Future Meeting Dates

i. The Chair will inform the Council of the next meeting date, time, and location.

1. If known, the Chair should comment on any changes that will occur at the next meeting, such as a change in venue.

c. The Chair will open the meeting to Council members for additional comments, requests of the Council, and items of interest for future agendas or meeting dates.

i. As the Council cannot comment on items outside of the published agenda, this activity provides an opportunity for Council members to voice a need or concern regarding any items that may be of interest to the Council and therefore require consideration in the future.

9. Call to the Public

    a. The Chair will ask if anyone from the public would like to address the meeting.

        i. If a sign-in sheet was made available at the start of the meeting, the Chair will review the sheet and call each person in succession.

        ii. If the meeting is held virtually, the public may request to speak via the chat function.

    b. The Chair may limit the time each speaker may address the meeting as long as each speaker is allotted the same amount of time.

    c. The public may only address the meeting once recognized by the Chair.

        i. They must state their name for the record.

        ii. The public may only comment on items on the agenda, suggest items for members to study, or suggest items for future consideration.

10. Adjournment

    a. The Chair may use the unanimous voting procedure to adjourn the meeting.

        i. The Chair says, "If there is no objection, I'd like to call this meeting adjourned."

        ii. If there is no objection, the Chair says, "Hearing no objection, I call this meeting adjourned at…" and then states the time for the minutes.

        iii. If there is an objection to adjourn, then follow the standard voting process described in Appendix A2: Voting Process.

A2. Voting Process

Formal Voting Process

The standard process for voting follows these steps:

1. The Chair will state what the members are being asked to vote on.

2. The Chair will ask a voting member to motion for a vote.

3. Upon hearing a motion, the Chair will ask another voting member to second the motion.

4. Upon hearing a second, the Chair will repeat the motion:

    a. The Chair will say "It has been moved by [*state the name of the person who motioned*] and seconded by [*state the name of the person who seconded*] that we…" and state the motion that will be voted on.

5. The Chair will then ask if there is any discussion on the item.

    a. If an amendment to the motion is proposed during discussion, the amendment must be motioned, seconded, discussed, then voted on before the original motion may continue to a vote.

6. Once discussion is complete, the Chair will call for a vote.

    a. The Chair will ask for all those in favor (e.g. "All in favor, say aye")

    b. The Chair will ask for all those opposed (e.g. "All those opposed, say nay")

    c. The Chair will ask for any abstentions (e.g. "Any abstentions?")

7. The Chair will announce the results of the vote by saying "Motion passes" or "Motion fails."

Unanimous Consent Voting Process

Unanimous Consent is allowable only for certain circumstances where a vote is required but consensus among the members is likely. If unsure whether the unanimous consent process is appropriate, then use the formal voting process.

1. The Chair will state what the members are being asked to vote on and ask if there are any objections.
2. After a brief pause, if no objections are raised, the Chair will state the motion passes.
3. If an objection is raised, the Chair will move the vote to a formal voting process by restating the motion and asking for members to motion and second.
4. See Formal Voting Process above for next steps.

A3. Executive Sessions

An executive session allows voting members to enter a closed meeting to discuss sensitive or confidential topics. During an executive session, anyone who is not a voting member, including members of the public, may be asked to leave the meeting and discussions made during the session are kept confidential. While executive sessions are permitted under certain circumstances, they are not required. Even if a topic of discussion meets the requirements for an executive session, the Chair and voting members are permitted to discuss the topic publicly if they feel comfortable doing so.

Per ARS § 38-431.03, the Council, a committee, or a workgroup may enter into an executive session if a quorum of voting members publicly pass a motion to do so. For more information and details on how executive sessions are permitted to be used, refer to the following resources:

- Chapter 7 of the Arizona Agency Handbook

- ARS § 38.431.03

- ARS § 38, Chapter 3, Article 3.1 on Public Meetings and Proceedings

A4. Consent Agendas

The consent agenda is a tool used to streamline meeting procedures by allowing routine, non-controversial items to be voted on and passed with a single vote. Examples of items that may be included in a consent agenda are:

- Approval of the previous meeting minutes.
- Approval of documents, such as AGIC publications, that do not require additional discussion.
- Approval of changes to the AGIC Manual that do not require additional discussion.

Preparing a Consent Agenda

Chairs decide what motions will be included in a consent agenda. The consent agenda and any supporting documents must be posted at least 24 hours in advance of the meeting and all voting members must be notified that a consent agenda will be used and where they can review a copy of the motions.

Each motion in a consent agenda must clearly state what action or decision is being requested. The motions may either be listed within the main agenda for the meeting or as a separate document. If as a separate document, the main agenda must be clear on where a copy of the consent agenda is located for review.

During the Meeting

Consent agendas should be one of the first items of business, either voted on after introductions or after any announcements. The universal consent voting process may be used to vote on consent agendas. The general process for voting is as follows:

1. The chair asks members if they wish to remove any items from the consent agenda and voted on individually.
    a. Members may request that an item be removed for any reason. If any member requests that an item be removed, it must be removed and does not require a vote to do so.

2. When there are no more items to be removed, the chair or secretary reads out the number of remaining consent items (Note: it is not required to read each motion). The Chair then states: "If there is no objection, these items will be adopted."
   a. Members may ask questions about any motions in the consent agenda. However, if questions or discussions about a single motion are taking too much time, the Chair may remove the item from the consent agenda and have it voted on individually later in the agenda.
   b. After pausing for any objections, the chair states "As there are no objections, these items are adopted."
3. When preparing the minutes, the Secretary includes the full text of the resolutions, reports, or recommendations that were adopted as part of the consent agenda.
4. Any motions removed from the consent agenda must be voted on during the meeting. However, it is up to the Chair to decide if the motion should be voted on immediately after the consent agenda is completed or further in the agenda.

Rules About Consent Agendas

- Consent agendas are designed to be quick. If any motion within a consent agenda is taking up too much time, the Chair may remove the motion from the consent agenda and have it voted on individually at another time before the meeting is adjourned.
- Any voting member may remove a motion from a consent agenda for any reason. No vote is required for the motion to be removed.
- All motions removed from a consent agenda must be voted on before the meeting is adjourned. It is up to the Chair to decide when a motion will be voted on.
- Consent agendas may be used at the discretion of the Chairs and are not required to be used.

A5. Calls to the Public

During meetings, a section of time may be allotted to allow members of the public to address the Council, Committee, or Workgroup. While including Calls to the Public on AGIC agendas is encouraged for all meetings, Open Meeting Law does not require them. It is the decision of the meeting Chair to include Calls to the Public in the meeting agenda.

If a Call to the Public will be included during a meeting, the Chair must allot time in the meeting agenda. The Chair may request members of the public to sign a [Call To The Public sign-in sheet](#) prior to their allotted time to speak. If a sign-in sheet is used, then only the members of the public who signed the sheet will be permitted to address the meeting. If no sign-in sheet is used, the Chair will recognize each member of the public who wishes to address the meeting.

The meeting Chair may limit the time each speaker has to address the Council, so long as each speaker is allotted the same amount of time. The public may only comment on items on the agenda, suggest items for members to study, or suggest items for future consideration.

A6. Calendar of Significant Events

January

- AGIC Officers, with assistance from the SCO, will distribute the current version of the AGIC Manual to all Council members as well as Committee and Workgroup chairs.

February (or the first meeting of the calendar year)

- Pass the gavel to the new Chair.

- Announce review of Open Meeting Law for new members.

- Hold the Annual Leadership Retreat. Recommend event be scheduled the same day as the February Council meeting.

- Following the Leadership Retreat, AGIC Officers will update the one-page AGIC Strategic and Business Direction document for the coming year.

- Following the first Council meeting, the Administrative and Legal Committee will update the AGIC Organizational Chart and AGIC Website with current council chair and member information.

- Council members and Committee/Workgroup chairs will confirm by email that they have received and read the AGIC manual.

- AGIC Chair will remind Committee and Workgroup Chairs to begin listing their accomplishments for the current year and updating their work plans for the next year.

April

- Committees and Workgroups will finalize their work plans to be presented at the May Council Meeting.

May (or the second meeting of the calendar year)

- AGIC Officers present the updated one-page AGIC Strategic and Business Direction document at the May Council meeting for approval.
- Following the May Council meeting, the Administrative and Legal Committee will upload the AGIC Strategic and Business Direction document to the AGIC website.
- The AGIC Council reviews and approves Committee and Workgroup work plans.
- Once approved, the Administrative and Legal Committee will upload the work plans to the AGIC Website and make any necessary adjustments to the AGIC website and organizational chart.

July

- SCO sends a reminder to all Council members who have appointments expiring in September, letting them know how to renew their membership.

August (or the second to last meeting of the calendar year)

- Council, Committees, and Workgroups request nominations for officer positions.
- AGIC Chair reviews and issues awards that will be presented at the next AGIC Education and Training Symposium.

October

- Prior to the November Council meeting, the AGIC Treasurer and Administrative and Legal Committee will review the budgeted amount to cover NSGIC travel-related expenses and be prepared to recommend to the Council any necessary adjustments.

November (or the last meeting of the calendar year)

- Hold elections for new officer positions.

- Vote to approve a maximum amount to cover half of the expenses for Chairs to attend NSGIC-related events for the upcoming year. Refer to Section 12 for more details.

- The Administrative and Legal Committee will present suggested updates and corrections to the AGIC Manual at the Council meeting for final approval.

- Following the Council meeting, the Administrative and Legal Committee will post the revised AGIC manual based on the approved corrections by December 31.

A7. Sample Council Meeting Agenda

Agendas provide an overview of what will, and can be discussed during an AGIC Council, Committee, or Workgroup meeting. All agendas should follow these rules:

- Agendas and consent agendas must be posted to the AGIC website at least 24-hours in advance of the meeting.

- Final agendas should be converted to a PDF file before being uploaded to the AGIC website.

- Final agendas should be made accessible to those with vision difficulties. This includes:

    o All fonts should be Arial font.

    o Font sizes should be no smaller than 10 points.

    o Additional instructions are available from the [Microsoft Office website](#).

- Agendas, consent agendas, previous meeting minutes, and any materials the group is expected to review during the meeting should be distributed to meeting participants at least 24-hours in advance of the meeting.

The sample agenda on the following pages provides an overview of the general elements of an agenda. Text in black should be included in all agendas. Text in green should be edited with the appropriate information.

Sample Agenda

**NOTICE AND AGENDA OF MEETING OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
[IF APPLICABLE, ADD COMMITTEE OR WORKGROUP NAME HERE]**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Arizona Geographic Information Council and to the general public that the Arizona Geographic Information Council will hold a meeting open to the public.

Meeting Time:
Monday, January 1, 20XX from 1:00 pm – 2:00 pm

Meeting Location:
Include full address and room number/name.

Web and Tele-Conference Information:
For those unable to attend in-person, web and telephone access will be available.
Add web address for online conference, phone number, and access codes for meeting.

Committee Voting Members

Member	Agency/Company
Member Name	Member agency or company

Items on the agenda may be heard out of order. The Committee may discuss and act on the following items. The agenda of the meeting is as follows:

1:00 pm   Call to order, establish a quorum, and introductions (Chair Name)

1:05 pm   Approval of previous meeting minutes (Chair Name)

1:10 pm   Agenda Item (Name of person who will lead discussion)

⋮

1:50 pm   Comments, requests, and items for future agendas and meeting dates. The committee may discuss matters of procedure relative to its meetings. Committee members may also wish to direct staff to study areas of concern, place such items on future agendas, and to discuss and schedule future meeting dates.

1:55 pm   Call to the public

2:00 pm   Adjourn

A copy of the agenda background material provided to working group members is available for public inspection at the Arizona Geographic Information Council's office at

1616 West Adams Street, Phoenix, AZ, 85007, Room 216A. Members of the Committee will attend either in person or by telephone conference call. Questions regarding the meeting may be referred to [enter Chair(s) name and contact work phone number]. This agenda will be posted at Arizona State Land Department, 1616 W. Adams, Phoenix, AZ, 85007 by the State Cartographer's Office 24 hours prior to the meeting.

The Arizona Geographic Information Council does not discriminate on the basis of disability in the provision of its programs, services, and activities. Persons with disabilities who require accommodations for effective communication and participation in the meeting may request a reasonable accommodation by contacting the ADA Coordinator at (602) 542-2629. Requests should be made as early as possible to arrange the accommodation.

<div align="center">

End Sample Agenda

</div>

A8. Sample Meeting Minutes Template

Meeting minutes provide a record of what occurred during the meeting, including a summary of what was discussed, results of any votes, and any action items the group is expected to complete. All minutes should follow these instructions:

- Meeting minutes must be posted to the AGIC website within 3-days after the meeting concludes.

- (Optional) A video or audio recording of the meeting may be posted. This option allows less detail of the meeting to be written in the final PDF; however, the following rules continue to apply:

    o A PDF with written minutes must still be posted with a publicly-accessible link to the video or audio recording of the minutes.

    o The PDF must, at a minimum, contain the minute within the recording for any topics of discussion listed in the agenda as well as any actions or decisions that were voted on during the meeting, including who motioned, who seconded, a summary of the discussion, and the outcome of the vote.

- Final meeting minutes should be converted to a PDF file before being uploaded to the AGIC website.

- Final meeting minutes should be made accessible to those with vision difficulties. This includes:

    o All fonts should be Arial

    o Font sizes should be no smaller than 10 points

    o Additional instructions are available from the [Microsoft Office website](#).

- Include a watermark that says "DRAFT" on the minutes.

    o Meeting minutes are in draft until approved by the meeting's voting members at the next meeting.

The sample meeting minutes on the next pages provides an overview of the general elements of the document. Text in black should be included in all minutes. Text in green should be edited with the appropriate information.

Sample Meeting Minutes

**MINUTES OF PUBLIC MEETING OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
[IF APPLICABLE, ADD COMMITTEE OR WORKGROUP NAME HERE]**

A public meeting of the Arizona Geographic Information Council [if applicable, enter committee or workgroup name] was convened on January 8, 20xx at 1:00 pm at the Arizona State Land Department, 1616 West Adams Street, Phoenix, AZ 85007 in room 425. Present at the meeting were the following members or designees of the group:

Table 1: Voting Members

Member	Agency/Company	In-Attendance
Member Name	Member agency or company	*See options below

Table 2: Public Members At-Large**

Member	Agency/Company	In-Attendance
Member Name	Member agency or company	*See options below

*Options for the In-Attendance Field: (Delete this section before publishing minutes)
- Yes, In Person: Person was physically present in the meeting room.
- Yes, Phone: Person called in to the meeting.
- No, with notice: Person was not present but informed the meeting chairs ahead of time they would not be at the meeting.
- No, without notice: Person was not present and did not provide notice they would not be at the meeting.

**Table 2 lists any non-voting members or members from the public who attended the meeting and either addressed the council, committee, or workgroup, or had agreed to be listed as in-attendance. As a reminder, other than voting members or anyone addressing the meeting, no person should feel compelled to give their name.

I.   Call to order: Meeting was called to order at 1:00 pm; Introductions were made by the council/committee/workgroup; around the table and on the phone, ensuring attendance list was managed and quorum established.

II.   Approval of Meeting Minutes: Motion to approve minutes made by [member name] and seconded by [member name]. Motion passed/failed.

III.   Title of next item discussed: Provide a summary of what was discussed, any decisions made, any action items assigned and who they were assigned to. If a vote was called, identify the member who motioned and seconded the motion as well as the results of the vote (motion passed or failed).

⋮

IV.   <u>Information or Topics for Future Meetings</u>: The next meeting will be scheduled for January 1, 20xx. If applicable, list any other items members discussed during this section, including comments or items for future meetings.

V.   <u>Call to the Public</u>: Summarize any comments made by members of the public during the meeting. If no comments were made, say "None."

VI.   <u>Adjourn</u>: List the exact time the meeting was adjourned.

<h2 style="color:red; text-align:center;">End Sample Meeting Minutes</h2>

A9. Sample "Call to the Public" Sign-In Sheet

The Call to the Public sign-in sheet may be used during meetings to help organize which members of the public would like to speak and in which order. The sign-in sheet is optional and may be used at the discretion of the meeting Chair.

If a sign-in sheet is used during the meeting, it must be placed somewhere in the room that is easily noticeable and accessible to public attendees (i.e. any non-voting people) who are present at the meeting before the meeting starts. At the start of the meeting, the Chair will announce that the sign-in sheet is available, where it is located, and remind people that only those people who are on the sign-in sheet will be able to speak during the Call to the Public portion of the agenda. When the meeting reaches the Call to the Public portion of the agenda, the Chair will read the names of the individuals on the sign-in sheet in order, recognizing the person and allowing them to speak. The Chair may limit the time the person may speak. However, the same time limits must be applied to all speakers. Following the meeting, the sign-in will be retained with the Arizona State Land Department as a record.

The sample sign-in sheet on the next page provides an overview of the general elements of the document. Text in black should be included in all sign-in sheets. Text in green should be edited with the appropriate information.

Sample Sign-In Sheet

Arizona Geographic Information Council
Call to the Public Sign-In Sheet

NOTE: Open Meeting Law requires any member of the public who wishes to speak to the Council (or Committees) during one of its Open Meetings must first notify the Council/Committee Chair through the use of this document. Members of the public may wish to speak to existing agenda items or speak to non-agenda items for potential future consideration or discussion. The length of a public call may be limited to as little as five minutes per item, and only one member of the public may be allowed to speak on a particular item of interest (this is at the discretion of the respective Chair).

DATE: X/X/20XX

Name	Signature	Agenda Item (Y/N)	Description of Topic for Discussion

Add more table rows to fill up the page

End Sample Sign-In Sheet

Appendix B: Open Meeting Law Decision Tree

Arizona's Open Meeting Law requires that all meetings of AGIC be public. This includes all discussions, deliberations, considerations, or consultations among a majority of the members of a public body regarding matters that may foreseeably require final action or a final decision by the governing body. The following chart was put together to help AGIC members understand how the law affects their discussions with other members.
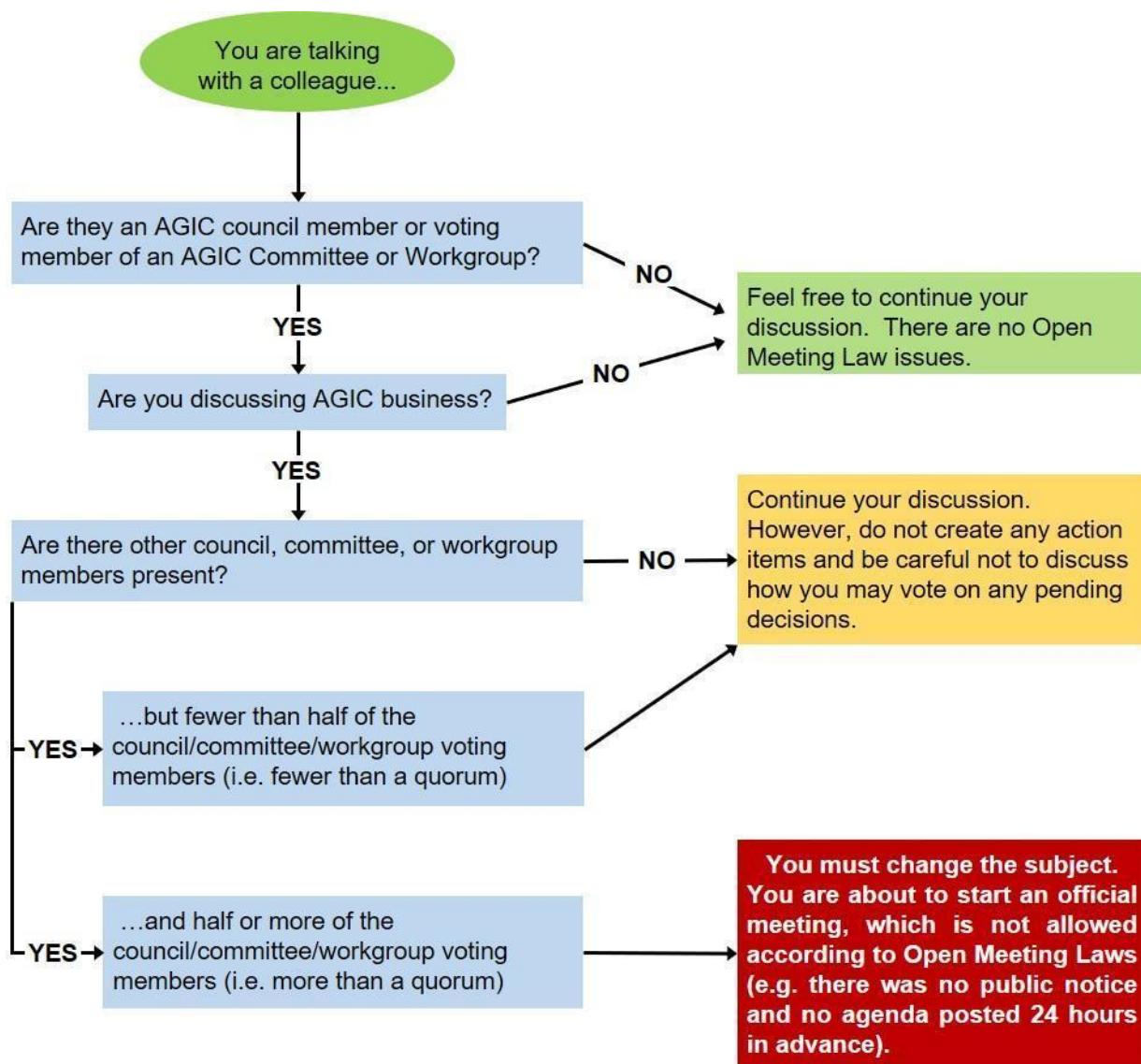
Appendix C: AGIC Related Links

AGIC Home	https://agic.az.gov
AZGeo Geospatial Data Hub	https://azgeo.az.gov
AZ Open Meeting Law Information & Resources	https://www.azag.gov/complaints/omlet/omlet-info
NSGIC	https://www.nsgic.org/

References

Robert III, H. M., Honemann, D. H., & Balch, T. J. (2013). Robert's Rules of

Order, Newly Revised (11th ed.). De Capo Press.