

AGIC

ARIZONA GEOGRAPHIC
INFORMATION COUNCIL

AGIC Member's Manual

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Table of Contents

Executive Summary 1

Section 1: Introduction to AGIC 2

Section 2: Serving on AGIC 4

Section 3: Officers 7

Section 4: Council Meetings 11

Section 5: Committees 14

Section 6: Administration 16

Section 7: Communications 17

Section 8: Obligations and Expenses 18

Section 9: Budget 19

Section 10: Travel 20

Section 11: Listserv and Website 22

Appendix A - Guidelines to Running an Official Meeting 25

Appendix B: Open Meeting Law Decision Tree 41

Appendix C: AGIC Related Links 42

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: 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](#) (p. 5) 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.

Requirements and Etiquette

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. If a member is unable to attend a Council meeting, they should contact one of the SCO administrative points of contact or an AGIC chair position to inform them of their absence. This will help the chair positions prepare in case a quorum will not be reached for the meeting.

Council members are encouraged to be an active member of at least one of the AGIC Council Committees or workgroups. Refer to [Section 5: Committees](#) (p. 14) for more details. When appropriate, such as while attending non-AGIC events, Council members and affiliates are permitted and encouraged to represent AGIC. However, no one should commit the Council to any tasks without getting approval from the Council first. Refer to [Appendix B: Open Meeting Law Decision Tree](#) (p. 41) to understand if it is appropriate to discuss AGIC business outside of official meetings.

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 3: 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 the same chair position attend both events, so long as AGIC is represented at both. More information on NSGIC related travel can be found in [Section 10: Travel](#) (p. 20).

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.

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 4: 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](#) (p. 25) 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 A6. Sample Council Meeting Agenda](#) (p. 33) 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 [A4. Calls to the Public](#) (p. 31) for more details and Appendix [A8. Sample “Call to the Public” Sign-In Sheet](#) (p. 38) 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](#) (p. 30) for more information about Executive Sessions.

Section 5: 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 and Committees 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.

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.

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 first Council meeting of the year.
- 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.

Section 6: 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. 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 may be inspected by any member of the Council for any purposes at a reasonable time and location. 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 7: 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 8: 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.

Section 9: 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 only 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.

Section 10: 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.

Section 11: 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 Code of Conduct and Terms of Use listed below.

Code of Conduct / Terms of Use

The following conditions set forth the way subscribers are authorized to access and use the listserv:

1. Using the listserv for commercial purposes or personal business (e.g., buying, selling items, advertisement) or private gain is prohibited.
2. Using the listserv for election activity, support or endorsement is prohibited with the exception of sanctioned AGIC announcements.
3. When posting to the listserv, be respectful, professional, and courteous. Defamatory, abusive, discriminatory, harassing, intimidating, profane or offensive language is prohibited.
4. The use of a listserv in connection with contests, chain letters, junk e-mail or "spam" is prohibited.
5. The use of the listserv to falsely impersonate an individual, group, organization or entity is prohibited.
6. Users 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.

7. 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.

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

- I. One-Week to 24-Hours Prior to the Meeting
 - A. Send a copy of the minutes from the previous meeting to all voting members
- II. 24-Hours Before the Meeting
 - A. Post the agenda on the AGIC website and email it to all voting members.
 1. Refer to the sample agenda in [Appendix A6: Sample Council Meeting Agenda](#) (p. 33).
- III. 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](#) on page 11).
 1. 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.
 2. If a quorum cannot be reached, the meeting must be canceled or can be changed to informational 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.
- IV. Starting the Meeting
 - A. The Chair calls the meeting to order and notes the time for the minutes.

1. During Council meetings, the Chair raps the gavel and says: “I call this meeting order.”

B. If it is available, the Chair announces the [“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.

1. 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.

V. Introductions

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

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

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

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

VI. Previous Meeting’s Minutes

A. The Chair will request a motion to approve the minutes (Refer to [Appendix A2. Voting Process](#) (p. 29)).

B. If the motion passes, the minutes are adopted.

VII. 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.

1. The Chair recognizes the Treasurer for the budget updates.

2. The Chair recognizes the Vice-Chair to lead items related to committee reports and committee actionable items.
 - a. Committee Chairs or their designees can be recognized if a committee report or presentation is on the agenda.
 - b. The Chair(s) may also introduce other members of the committee to speak on the agenda topic, as necessary.
 - c. 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.
3. Any items that require a vote will follow the voting process described in [Appendix A2](#) (p. 29).

B. Future Meeting Dates

1. The Chair will inform the Council of the next meeting date, time, and location.
 - a. 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.

1. 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.

VIII. Call to the Public

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

1. 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.
 2. 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.
1. They must state their name for the record.
 2. The public may only comment on items on the agenda, suggest items for members to study, or suggest items for future consideration.

IX. Adjournment

- A. The Chair may use the unanimous voting procedure to adjourn the meeting.
1. The Chair says, “If there is no objection, I’d like to call this meeting adjourned.”
 2. 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.
 3. If there is an objection to adjourn, then follow the standard voting process described in [Appendix A2: Voting Process](#) (p. 29).

A2. 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.”

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. 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.

A5. Calendar of Significant Events

January

- Update AGIC website and Organizational Chart with new officers.

February (or the first meeting of the calendar year)

- Pass the gavel to the new Chair.
- Review Committee/Workgroup work plans.
- 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.

July

- Send 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.
- Remind Committee and Workgroup Chairs to begin listing their accomplishments for the current year and updating their work plans for the next year.
- Chair reviews and issues awards that will be presented at the next AGIC Education and Training Symposium.

November (or the last meeting of the calendar year)

- Hold elections for new officer positions.
- Committees and Workgroups will finalize their work plans to be presented at the February AGIC Council Meeting.

A6. 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 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:
 - All fonts should be Arial font.
 - Font sizes should be no smaller than 10 points.
 - Additional instructions are available from the [Microsoft Office website](#).
- 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)

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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.

End Sample Agenda

A7. 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.
- 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:
 - All fonts should be Arial
 - Font sizes should be no smaller than 10 points
 - Additional instructions are available from the [Microsoft Office website](#).
- Include a watermark that says “DRAFT” on the minutes.
 - 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).

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IV. Information or Topics for Future Meetings: 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. Call to the Public: Summarize any comments made by members of the public during the meeting. If no comments were made, say “None.”

VI. Adjourn: List the exact time the meeting was adjourned.

End Sample Meeting Minutes

A8. 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

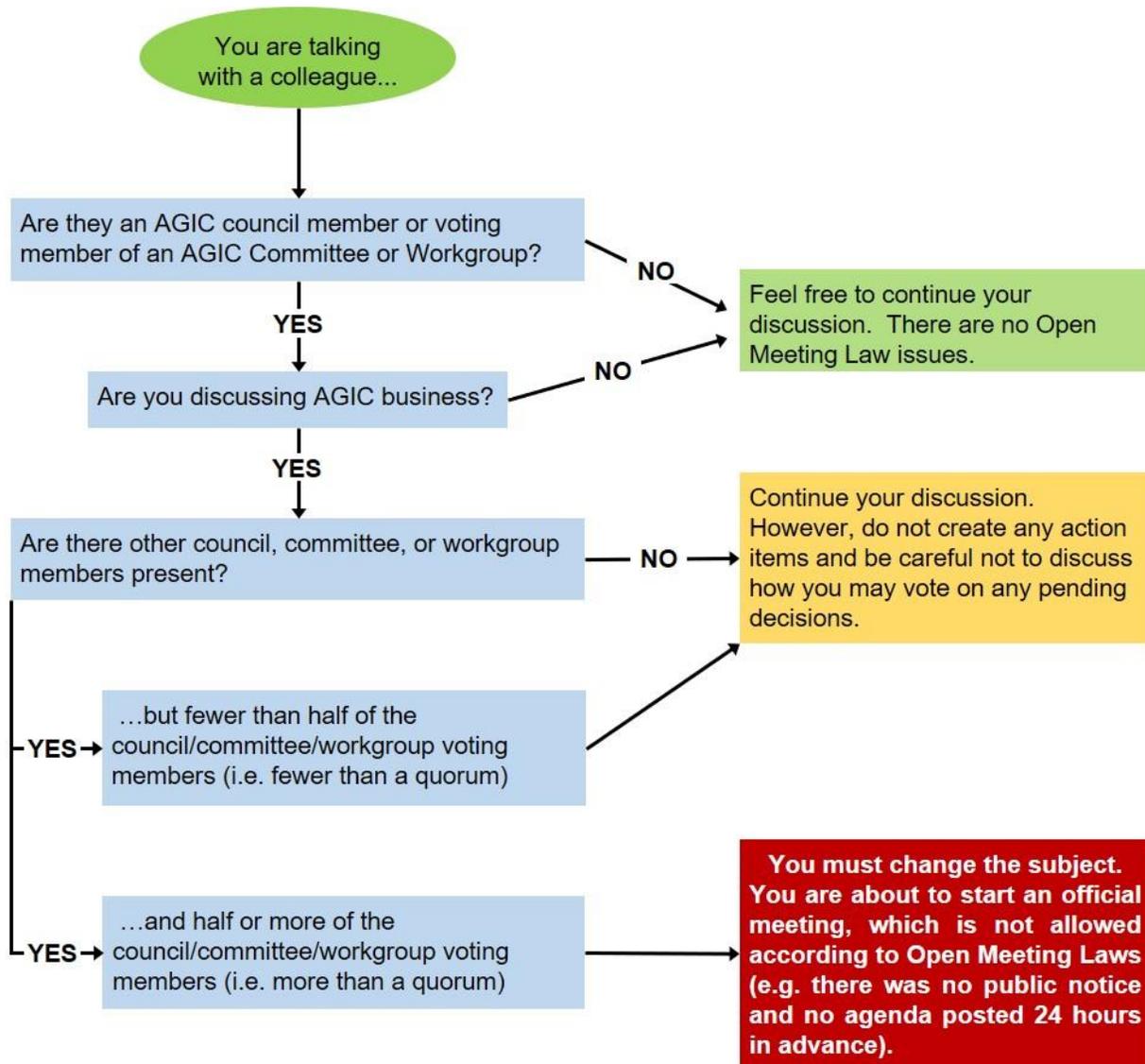
Name	Signature	Agenda Item (Y/N)	Description of Topic for Discussion

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	http://www.nsgic.org/