

Regional Wastewater Reclamation Advisory Committee

ADMINISTRATIVE POLICY

Policy Number: 1

Effective Date: 03-18-2010

SUBJECT: Telephonic appearance

I. STATEMENT OF PURPOSE:

1. The purpose of this policy is to establish guidelines for telephonic meeting attendance by Regional Wastewater Reclamation Advisory Committee (RWRAC) members.
2. This policy is to promote the maximum participation by committee members and to facilitate the establishment of a quorum at all meetings.
3. Participation by such means shall constitute presence in person at a meeting and shall count toward a quorum of the Committee for all purposes.
4. This policy is intended to provide an alternative means of appearance due to extenuating circumstances.

II. METHOD OF TELEPHONIC APPEARANCE:

1. RWRAC members may attend regular and special meetings in person or by telephone utilizing the following method:
 - (a) If a Committee member wishes to participate in a meeting by telephone he/she must submit a request to the RWRAC Chair, preferably in writing, at least one week in advance of a regularly scheduled meeting, unless exigent circumstances exist.
 - (b) The RWRAC Chair will notify the RWRAC Coordinator of the request, preferably in writing, within 48 hours.
 - (c) The RWRAC Coordinator will arrange for a telephone connection, if possible, and advise the Chair and the Committee member, at least 24 hours in advance of the meeting, of the procedure to be used.
 - (d) The Committee member appearing telephonically must be able to hear and to be heard by all Committee members.
 - (e) The Committee member appearing telephonically must identify him/her self at the outset of the meeting and make notification when he/she is about to disconnect from the call.
 - (f) This method of appearance is dependent on the available technological means to facilitate telephonic appearance.
2. In the event of an emergency RWRAC meeting is convened, the notice described in section II.1.a-c is waived.