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Phoenix Business and Workforce Development Board	<i>Date Approved:</i> 01/30/2020	<i>Subject # & Title:</i> .904 - Open Meeting Law (OLM)- A.R.S. § 38-431	

I. APPLICABILITY/SCOPE

This policy applies to the Phoenix and Business Workforce Development Board (PBWDB) meetings, committee or subcommittee meetings, ad hoc and advisory committee meetings to ensure compliance under the Arizona Open Meeting Law as defined by Arizona Revised Statute § 38-431.01 and City of Phoenix Code 2-60.

II. PURPOSE

The PBWDB, in partnership with the Mayor and Phoenix City Council, provide policy guidance and exercises oversight with respect to activities specific to the workforce investment programs for the Phoenix workforce development area in accordance with the Workforce Innovation and Opportunity Act (WIOA).

III. BACKGROUND

The Arizona Revised Statutes 38-431.01 and 38-431.09 state that all meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. The statute further defines that it is the policy of this state that meetings of public bodies be conducted openly, and that notices and agendas be provided for such meetings, which contain such information as is reasonably necessary to inform the public of the matters to be discussed or decided.

IV. DEFINITIONS


Advisory committee or subcommittee means any entity, however designated, that is officially established, on motion and order of a public body or by the presiding officer of the public body, and whose members have been appointed for the specific purpose of making a recommendation concerning a decision to be made or considered or a course of conduct to be taken or considered by the public body.

Meeting means the 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, including any deliberations by a quorum with respect to such action.

Public body means the legislature, all boards and commissions of this state or political subdivisions, all multimember governing bodies of departments, agencies, institutions and instrumentalities of this state or political subdivisions, including without limitation all corporations and other instrumentalities whose boards of directors are appointed or elected by this state.

Political subdivision means all political subdivisions of this state, including without limitation all counties, cities and towns, school districts and special districts.

V. POLICY

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The PBWDB and its committees, subcommittees, advisory committees and ad hoc committees shall hold all meetings and conduct all business in accordance with the provisions of the Arizona Open Meeting Law, A.R.S. § 38-431 et seq.

VI. POLICY MANAGEMENT REQUIREMENTS

Administrative revisions to the policy may be made by the Phoenix Business and Workforce Development (PBWD) Board Executive Director, with notice to the PBWD Board’s Executive Leadership Committee. All other substantive revisions will go to the PBWD Board’s Executive Leadership Committee for review and recommendation to the PBWD Board for approval.

VII. REFERENCES

Link to Arizona Open Meeting Law, A.R.S. § 38-431 et seq.: <https://www.azleg.gov/arsDetail/?title=38>.