



Arizona State Board of Education  
Arizona Standards Development Subcommittee on English Language  
Arts (ELA)  
Arizona Standards Development Subcommittee on Mathematics

### NOTICE OF PUBLIC MEETING

Pursuant to Arizona Revised Statutes (A.R.S.) 38-431.02, notice is hereby given to the members of the State Board of Education's Arizona Standards Development Subcommittee on English Language Arts (ELA) and the Arizona Standards Development Subcommittee on Mathematics and to the general public that the Subcommittees will hold a joint meeting open to the public on **Monday, November 2, 2015, at 3:30 p.m. at the Arizona Department of Education, 3300 N Central Ave., 16<sup>th</sup> floor, room 104**, Phoenix, AZ 85012. The Subcommittees reserve the right to change the order of items on the agenda, with the exception of public hearings. One or more members of the Subcommittee may participate telephonically. Agenda materials can be reviewed online at <http://azsbe.az.gov>.

Pursuant to A.R.S. §38-431.02 (H), the Committee may discuss and take action concerning any matter listed on the agenda.

Pursuant to A.R.S. § 38-431.03(A)(3), the Subcommittees may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting the State Board Office at (602) 542-5057. Requests should be made as early as possible to allow time to arrange the accommodation.

DATED AND POSTED this 27<sup>th</sup> day of October, 2015.

Arizona State Board of Education

By: \_\_\_\_\_

Christine M. Thompson  
Executive Director  
(602) 542-5057

AGENDA  
ARIZONA STANDARDS DEVELOPMENT SUBCOMMITTEE ON ENGLISH  
LANGUAGE ARTS (ELA)  
AND  
ARIZONA STANDARDS DEVELOPMENT SUBCOMMITTEE ON MATHEMATICS  
Monday, November 2, 2015, 3:30 P.M.  
Arizona Department of Education  
3300 N Central Ave., 16<sup>th</sup> Floor, Room 104  
Phoenix, AZ 85012

- I. Call To Order, Pledge Of Allegiance, Moment Of Silence, Roll Call, and Introductions Of Subcommittee Members
- II. Presentation and discussion of the standards review process.
- III. Presentation and discussion of Arizona Open Meeting Law (A.R.S. § 38-431 to 38-431.09)
- IV. Presentation and discussion of procedure for meetings.
- V. Nomination, discussion and selection of Subcommittee Chairperson and Co-Chairperson for Mathematics.
- VI. Nomination, discussion and selection of Subcommittee Chairperson and Co-Chairperson for English Language Arts.
- VII. ADJOURN



# **OPEN MEETING LAW**

CARRIE O'BRIEN

# What is Open Meeting Law and why do we have it?



Arizona's Open Meeting Law (OML) requires transparency in the conduct of business of public bodies.

- Maintains integrity of government
- Enables the public to participate in public meetings
- Builds trust between government and the public
  - Any uncertainty should be resolved in favor of open and public meetings.

# What rights do members of the public have under Open Meeting Law?



One tenet of OML is that members of the public have a right to participate to some degree in open meetings.

- Must be permitted to attend meeting
- Cannot be required to sign in
- May be allowed to speak at a call to the public

# Are the Standards Review Subcommittees subject to Open Meeting Law?



The State Board of Education is subject to the OML.

- The Standards Review Subcommittees are advisory committees of the Arizona Standards Development Committee of the State Board of Education.
- You have been appointed to make recommendations to the Arizona Standards Development Committee concerning possible recommendations to the State Board of Education for the Arizona College and Career Readiness Standards.
- Therefore meetings of the Standards Review Subcommittees *are* subject to OML.

# What constitutes a meeting?



A meeting is a gathering of a quorum of the group, either in person **OR** through technological means.

- Phone
- Email—AVOID “REPLY ALL”
- The group discusses, deliberates, or proposes to take legal action on an item.

# What is the importance of the AGENDA?



- The public must be given at least 24 hour notice of agenda items.
- The subcommittees can only discuss items that are properly noticed on the agenda.
- ADE and/or State Board staff will gently remind members of the subcommittee if discussion goes off an agenda topic.

# What is appropriate meeting etiquette?



To ensure the integrity of the work you do on the subcommittees, avoid the following during a meeting:

- Whispering to other subcommittee members
- Passing notes between subcommittee members
- Texting

# How do you comply with Open Meeting Law outside of a meeting?



- Never discuss, propose, or deliberate about any potential subcommittee business outside a properly noticed public meeting.
- If you are at a social or professional event where another subcommittee member is present, avoid discussing anything about the work of the subcommittee.
- Avoid emailing about subcommittee work with other members of the subcommittee or the parent committee.

# QUESTIONS?



- For questions on OML please refer to the Arizona Attorney General Agency Handbook at:

<https://www.azag.gov/sites/default/files/sites/all/docs/agency-handbook/ch07-2013.pdf>

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