

# SACRAMENTO VALLEY

## TECHNICAL ADVISORY COMMITTEE

Vice-Chair

Chair

Butte Colusa Feather River Glenn Placer Sacramento Shasta Tehama Yolo-Solano

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### **POLICY FOR TELECONFERENCING** **SVBAPCC & TAC**

1. Two weeks prior to the scheduled meeting of the TAC or the BCC a district representative shall notify the Secretary Treasurer of the need for a teleconference location(s) via email. The district representative shall provide the physical address of the teleconference location site at the time the request is made. The teleconference location must be accessible to the public and located in the Sacramento Valley Air Basin. The TAC or BCC Chair may also request single or multiple call in locations at least two weeks prior to the scheduled meeting.
2. Upon notification by a district that a teleconference location is requested the Secretary Treasurer shall contact the CAPCOA administrative offices to verify the availability of a teleconference line. Should no teleconference line be available the Secretary-Treasurer shall notify each district that the teleconference line is not available and that long distance charges will apply to the host location site. The district shall determine if those costs can be borne by the host location.
3. The Secretary Treasurer shall list the physical address of each requested teleconference site in the agenda for the scheduled meeting of the TAC or BCC meeting.
4. The agenda shall be published and distributed by the Secretary Treasurer to the TAC and/or BCC no later than 96 hours prior to the date and time of the scheduled TAC or BCC meeting. Each District that requested a teleconference location will be required to post at the physical address of the host location in a place accessible to the public the meeting notice/agenda for the scheduled TAC or BCC meeting for which the teleconference request was made. The district shall comply with this posting requirement no later than 72 hours prior to the date and time of the scheduled TAC or BCC meeting. Internet postings shall be made in addition to the paper posting of the meeting notice/agenda at the host locations.
5. The teleconference call in phone number and pass code will be provided by the Secretary Treasurer to each district that requested a teleconference location via email no later than 24 hours prior to the meeting date and time.
6. The TAC and BCC recognize the importance of face to face meetings and it is recommended that the February and June meetings be held at the host locations.