**Instructions:** To ensure compliance with the Open Meeting Law A.R.S. § 38-431, below is an IOC meeting agenda template. This template can be used as a guide for all IOCs to follow when creating their meeting agendas. However, all **bolded** items below are required to be included on all IOC agendas. In addition, the *italicized* examplestatements were taken and/or adapted from “*The Arizona Open Meeting Law*” handbook[[1]](#footnote-1) and are strongly recommended to be used in their entirety.

**Name of IOC** (Needs to include the actual name of the IOC and the related Agency/Division)

**Meeting Date** (MM/DD/YY)

**Meeting Time** (XX am/pm - XX am/pm)

**Meeting Location** (Full address, including conference room number when applicable)

**Remote Conferencing Statement (***e.g. “IOC Members may attend either in person or by telephone.”*

**Call-in Information** (*Call-in telephone number and participant access code*)

**Americans with Disabilities Act (ADA) Disclaimer Statement** (e.g. “*Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting (name of individual to contact) at (phone number) or (email address). Requests should be made as early as possible to allow time to arrange the accommodation.”)*

**Agenda Topics** (most frequently used topics are listed below)

* Call to order and roll call (recommended to ensure a quorum is present)
* Approval of Minutes (optional)
* ADOA Update (as needed)
* IOC Agency/Division Liaison Updates (if/when applicable)
* REBA/Provider Updates (if/when applicable)
* Member Outreach/Recruitment (when applicable)
* New member Nominations (when applicable)
* IOC Leadership Position/s Nominations (when applicable)
* Review of Incident Reports and/or Behavioral Plans (if/when applicable)
* Site Visit Summary Reports (if/when applicable)
* Follow up Items (as needed)
* Call to the Public (optional)
* Motion to adjourn (optional)

**Agenda Order Statement (***i.e. “Agenda items above may be heard out of order or not at all.”***)**

**Executive Session Disclaimer Statement** *(e.g. “The IOC may vote to go into Executive Session, pursuant to A.R.S. § 38-431, to discuss information on potential and/or existing IOC members (considerations, appointments, removals, etc.), discussion on legal issues/concerns, or to discuss topics that include confidential client/patient information/records. Members of the public are required to leave if the IOC members vote to go into Executive Session.”)*

1. *The Arizona Open Meeting Law*. *Attorney General Arizona Agency Handbook - Open Meeting Law* September 2018. [Available online at https://www.azag.gov/outreach/publications/agency-handbook] [↑](#footnote-ref-1)