



ADMINISTRATIVE DIRECTIVE

<p>Title: Use of Town's Electronic Technology by Members of the Public Issuing Department: Town Manager's Office/Town Council Effective Date: October 12, 2018 Approved: Jamsheed Mehta, Town Manager Type of Action: Revision</p>
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1.0 PURPOSE

The purpose of this directive is to establish guidelines for the use of the Town of Marana's electronic technology by members of the public at Town Council meetings and other Town meetings open to the public.

2.0 PERSONS AFFECTED

Members of the public who use the Town's electronic technology; Town employees who assist citizens with their use of the Town's electronic technology

3.0 REFERENCES

- 3.1 Marana Town Code, Chapter 2: Mayor and Council
- 3.2 A.R.S. § 38-431 *et seq* - Open Meeting Law

4.0 DEFINITIONS

- 4.1 Call to the public: An open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body.
- 4.2 File transfer protocol (ftp): A software protocol for exchanging information between computers over a network.
- 4.3 Graphics interchange format (gif): A standard compressed file format used for pictures.
- 4.4 Jpg or jpeg: A standard file format for compressing pictures by disposing of redundant pixels.
- 4.5 Portable document format (PDF): A format in which documents may be viewed.
- 4.6 Portable network graphics (png): A bitmapped image format.
- 4.7 Tagged image file format (TIF): A graphic file format.

5.0 POLICIES AND PROCEDURES

5.1 General

- 5.1.1 Visual aids used in connection with presentations to the Town Council or other public bodies are permitted in Town facilities.
 - 5.1.2 Presenters shall not use the Town's electronic technology for any illegal purposes or communications.
 - 5.1.3 Presenters shall not use the Town's electronic technology in a manner that damages, interferes with or congests the Town's computer or network systems.
 - 5.1.4 The Town reserves the right to deny any presenter the use of the Town's electronic technology if the presenter fails to comply with the provisions of this directive.
- 5.2 Call to the Public. Individuals addressing a meeting at the call to the public will not be provided with electronic technology capabilities beyond the existing voice amplification and recording capabilities in the facilities and the Town's installed display technology.
- 5.3 Public Hearings and Other Presentations. Individuals making a presentation during a meeting other than at the call to the public, such as during a public hearing, may be permitted to use the Town's electronic technology for the presentation. Presenters must contact the Town Clerk's Office or the recording secretary for the meeting by noon on the day of the meeting to coordinate the use of the Town's equipment.
- 5.3.1 Presenters may deliver presentations to the Town by email, flash drive, ftp or CD. The Technology Services Department will ensure that the presentations are scanned for viruses prior to use in the Town's technology system.
 - 5.3.2 The Town can support presentations in the following formats: Microsoft Office Suite, PDF, or any common graphic format (TIF, jpg, gif, png). Additionally, any presentation installed on a website that runs on internet Explorer can be supported. The Town cannot support presentations in the following formats: Apple, Linux, Droid, or other formats or applications not listed above.

6.0 RESPONSIBILITIES

- 6.1 The Town Manager and Town Clerk shall ensure appropriate enforcement of this directive, in conjunction with the Mayor as presiding authority at Town Council meetings, and in accordance with the rules governing Town Council meetings as set forth in Chapter 2 of the Marana Town Code.
- 6.2 All employees who assist presenters with their use of the Town's electronic technology shall consult with the Technology Services Department to ensure that the Town's system is protected.
- 6.3 The Technology Services Department shall ensure that adequate and appropriate safeguards and precautions are observed in order to protect the Town's electronic technology and network.

7.0 ATTACHMENTS

[Reserved]

REVISION HISTORY

	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	2/15/2011 (Resolution No. 2011-17)
REV	Revision (Administratively amended/non-substantive revisions)	10/12/2018

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