

Arkansas Tobacco Control Board Remote Meeting Attendance Policy

I. PURPOSE

This policy establishes the standards and procedures for remote attendance at meetings of the Arkansas Tobacco Control Board (hereinafter, "the Board"). This policy ensures compliance with Act 505 of 2025 and promotes transparency, accessibility, and operational continuity.

II. REMOTE ATTENDANCE AUTHORIZED

- A. The Board may conduct a meeting in person or remotely by telephone conference call, video conference call, video broadcast, or other "real-time" form of electronic or similar communications equipment that allows all board members and persons authorized to participate in the meeting to simultaneously hear each other, and by video call see each other and respond to other board members and participants as necessary for deliberation, voting, and to conduct other board business.
- B. A board member who attends a meeting remotely constitutes the board member's presence for purposes of establishing a quorum, voting, deliberating, or conducting of other board business.

III. IDENTITY OF TRUSTEE VERIFIED

The identity of a board member who participates remotely shall be verified by the chair of the Board or their designee by voice, image, phone number, or other verifiable electronic stamp as necessary to ensure the accurate identification of the board member.

IV. CHAIR DISCRETION

- A. The chair of the Board shall determine whether a meeting is held in person, remotely, or in combination, and allow the Director of Arkansas Tobacco Control to facilitate such a request.
- B. Absent a designation by the chair that a meeting be held remotely, the Director of Arkansas Tobacco Control will provide notice to the board members of the remote options, if any, available for board member attendance.

V. PUBLIC PARTICIPATION

The public may attend a meeting of the Board remotely, in the same format as allowed for board members, with access provided in advance of the meeting in compliance with the Arkansas Freedom of Information Act, A.C.A. § 25-19-101, *et seq.* ("FOIA").

VI. REVIEW OF POLICY

The Board may periodically review and make appropriate changes to this policy in keeping with FOIA, its fiduciary standards, and policy goals. The intent of this internal policy is to be consistent with Act 505 of 2025 and exempt from the requirements of the Administrative Procedure Act, § 25-15-201 and the promulgation of rules thereunder and may be amended by action of the Board. In the event of an inconsistency with this policy and any previous policy of the Board regarding remote attendance, this policy shall control.