



meeting date: June 14, 2022

attachment(s): yes

Remote Meeting Participation/Teleconferencing Policy
(correcting inconsistency)

STAFF COMMENTS AND/OR RECOMMENDATION:

The current POL-2016-001 (attached) says: *"This policy pertains only to Town Council meetings. Remote participation is not permitted within town committee meetings, planning/zoning committee meetings, or Board of Adjustment meetings."* It was last updated mid-2018 and prior to COVID-19. The pandemic changed how the town needed to conduct business regarding "remote participation or teleconferencing."

The quoted portion is in conflict with the current ORD-2015-002 Consolidated Committee Ordinance's page 6 provision that: *"Teleconferencing is allowed as long as the member not in attendance can hear and participate effectively. The minutes should reflect any teleconferencing participation."* The request is to strike the indicated 2 sentences in the Remote Meeting Participation/Teleconferencing Policy to eliminate the inconsistency.

NOTES:

COUNCIL ACTION AND/OR DIRECTION:



POLICY NAME: **REMOTE MEETING PARTICIPATION/TELECONFERENCING**
POLICY #: POL-2016-001

ORIGINAL ADOPTION DATE: 11-9-16 REVISION DATE(S): 6-12-18, 6-14-22
ORIGINAL EFFECTIVE DATE: 11-9-16 REVISED PAGE(S): 1-2, 1-2

PURPOSE AND INTENT: It is desired that each elected member of the Summerfield Town Council be able to openly participate in all Council meetings. However, at times Council members are unable to physically attend. This policy permits teleconferencing as an occasional means of participation (not a regular occurrence), in compliance with state open meeting laws.

~~This policy pertains only to Town Council meetings. Remote participation is not permitted within town committee meetings, planning/zoning committee meetings, or Board of Adjustment meetings.~~

DEFINITION: Remote participation or teleconferencing involves an off-premises Council member using technology to participate in a formal meeting so that other Council members, the participant, and the public can conduct town business.

RULES AND PROCEDURES:

- 1) Notice of remote participation shall be made to the Clerk and/or Manager as soon as possible with the reason for the expected absence. Examples include illness or disability of the member or a close relative, military service, unexpected lack of child care, family emergency, and work or public service obligations which prevent the member from being physically present at the meeting. Remote participation shall not be allowed solely for the convenience of the Council member or to avoid attending a particular meeting.
- 2) Remote participation shall only be permitted when it is logistically feasible, meaning available technology can be arranged in time for the particular meeting location, and that any connection between the member participating remotely and those physically present, is clear and audible.
- 3) Acceptable means of remote participation include speaker phone, real-time internet, satellite-enabled audio or video conferencing, or any other technology that enables the remote participant, Council members, and public to be clearly audible to one another. Text messaging, instant messaging, email, and web chat without audio are *not* acceptable methods of remote participation.
- 4) At the beginning of the meeting, the Mayor shall announce that a member is requesting to participate remotely. The member shall acknowledge the request and state the reason for its need. The Clerk shall note the remote participation within meeting minutes.
- 5) The remote participant shall have the same rights as on-site Council members. He or she may make motions, second motions, deliberate and discuss, and vote just as if physically present. However, the remote participant *may not* vote in any quasi-judicial hearings.