

Guidelines for Conducting and Participating in a Remote Access Public Meeting

This document is intended to establish guidelines for participation by remote access by board and commission members, staff and the public in the interest of the public health, safety, and welfare while preserving meaningful access to meetings and communication between the boards/commissions and members of the public, including members of the press and other news media.

Board and commission meetings held electronically must be conducted in a manner that permits two-way communication so that members of the public body can hear and be heard by other members of the public body and so that general public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period.

Before the Meeting:

1. The board/commission meeting agenda will be posted on the community's website and will include the directions for participation.
2. Electronic meetings will be held using Zoom meeting technology. Callers will enter the Zoom meeting muted in listen-only mode.
3. Optional: There could be delays based on the number of calls received. Members of the public who do not wish to give live public comment may instead watch the meeting online at _____ (if YouTube or some other online broadcast is available).

Meeting Guidelines for Board/Commission Members:

1. The staff member assigned to facilitate technology shall ensure that the dial-in number or other means of conducting the meeting remotely is working. If the dial-in number or other means of conducting the meeting remotely is not working, the meeting shall be immediately adjourned by the chairperson without any decision or deliberation on any matter.
2. The chairperson shall open the public meeting and call attendance of the board or commission and staff members by roll call.
3. Upon conclusion of the staff or consultant presentation of an agenda item, the chairperson shall call upon each board or commission member individually to offer the opportunity for questions or discussion. This will help to easily identify for the public which board or commission member is speaking.
4. Once a motion is made and seconded, the chairperson shall call the question by way of a roll call vote.
5. Deliberation shall be conducted in the open; emails, texting, online chats or other forms of electronic communication by or between board/commission members and or staff members during the meeting shall not be allowed.

Guidelines for Public Participation:

1. Members of the public requiring translation, captioning services, or other reasonable accommodations may contact the Clerk's office by phone or email. Requests made with less than

two business days' notice may not be able to be accommodated. The public shall be provided at least one opportunity for comment during each meeting.

2. If an email is received by the Clerk by 5:00 p.m. on the day of the meeting, and the email is related to any item on the agenda for the meeting, and the sender requests as such, the email may be read or summarized by the chairperson during the meeting in accordance with the maximum time per participant stated in the bylaws. Regardless of whether or not it is read, it will be part of the public record.
3. Members of the public will participate by listen-only or view-only mode until the Chairperson asks for public comment during designated times on the agenda. For each public hearing and designated public comment time, members of the public wishing to speak will “raise their hand” on the Zoom panel and the chairperson will unmute participants and ask for comments and questions. Members of the public speaking by phone may press *9 to electronically indicate a desire to speak. When commenting, participants are asked to mute background noise sources and move to a quiet area.
4. No participant will be excluded from a meeting held electronically otherwise open to the public except for a breach of the peace committed during the meeting.