

COUNCIL MEETINGS BY ELECTRONIC OR OTHER MEANS OF COMMUNICATION DURING A DECLARED NATIONAL OR LOCAL DISASTER OR EMERGENCY

In the event of a declared national or local disaster or emergency as defined by state law, the Council may allow electronic communication between Members by means of a forum over the Internet to the extent that the physical presence by a quorum of the Members at a meeting is not practical or should be dispensed with to protect the health, safety and welfare of the public, City employees, Council staff and Members of the Council. During the pendency of a declared national or local disaster or emergency and to the extent allowed by state law, the Council may:

- 1) Waive the procedures and formalities otherwise required of the Council by law pertaining to performance of its official legislative and quasi-judicial duties including any requirement that a physical quorum be present at a regular or special Council meeting; and
- 2) Take whatever prudent action is necessary to ensure the health, safety, and welfare of the community, including allowing participation by Council Members in its meetings by electronic or other means of communication.

In the event, it is necessary, in the judgment of the Chairman, for the Council to conduct meetings other than in person during declared national or local disaster or emergency, the Chairman of the Council shall be authorized to implement procedures to allow meetings to be conducted by electronic or other means of communication, subject to the right of any member to appeal the determination of the Chairman to the entire body.

CHAIRMAN'S DUTIES

For any such meeting, the Chairman shall:

- A. Ensure that the forum through which the electronic communications are conducted allows each member participating electronically or otherwise to be able to simultaneously hear each other and speak to each other during the meeting;
- B. Make reasonable efforts to provide the public electronic access to its meeting during the emergency except when technical limitations make public electronic access to its meeting not possible;
- C. Ensure at least that an audio record of the meeting is made and that such recording shall be made available as soon as possible to the public, but no later

than forty-eight (48) hours after the meeting and remain accessible to the public for at least one (1) year following the ending of the meeting; and

- D. Provide adequate public notice of the governing body's intended use of electronic or other means of communication, including instructions by which the public may electronically access the meeting, if such access can be provided, or instructions on how to access the recording of the meeting. The Notice must be published in a place or by other means that the Chairman reasonably believes the public would be able to view the notice.
- E. Ensure that the electronic communications are archived in a user-friendly manner and are publicly available for at least one (1) year after the date of the communication;
- F. Make reasonable efforts to limit matters considered at any such meeting to essential business as distinguished from business that can be reasonably delayed until after the state of emergency ceases to exist, in the judgment of the Chairman;
- G. Ensure that any member not physically present at a meeting be provided, prior to the meeting, with any documents that will be discussed at the meeting, with substantially the same content as those documents actually presented
- H. Document in the minutes of the meeting that meeting electronically is necessary to prevent the spread of COVID-19 or other related epidemics

MINIMUM PROCEDURES DURING THE MEETING

1. The Chairman shall preside at all meetings of the Council.
2. The Chairman shall have general direction of the Council Chamber and shall preserve order.
3. The Chairman shall decide questions of order, subject to appeal of the council by any member, and shall put each question.
4. The Chairman shall have direction and control of all agendas, including assignment of routine and non-controversial matters to the Consent Agenda and Fiscal Consent Agenda, subject to objection by any council member as provided in Rule 43 of the Council's Rules of Procedure;

5. The Chairman shall institute a procedure for recognizing Members who wish to speak on an item.
6. A Member may not speak until recognized by the Chairman and shall not be recognized the second time on the same subject until all Members who wish to speak have had an opportunity to do so. .
7. Any member participating in a meeting electronically shall identify the persons present in the location at which the member is participating
8. All votes taken during a meeting must be by roll call vote.
9. The minutes of any meeting conducted by electronic or other means of communication shall affirmatively state the necessity for meeting in such manner, such as for example to prevent the spread of COVID-19 or other related epidemics.