

## **ELECTRONIC PARTICIPATION RULES**

Electronic attendance is allowed if a member is unable to physically attend because of:

- Personal illness or disability
- Employment purposes or business related to the City
- Family or other major emergency

A quorum of the members of the City Council must be physically present at the meeting. Electronic attendance does not count as a member being present for the calculations of a quorum.

A Council member attending through electronic means has the right to vote on all matters at the City Council meeting.

Electronic attendance must be requested by providing notice as soon as possible to the Clerk. If the request is not made sufficiently in advance of the meeting for the Clerk to provide the technical means necessary to fulfill the request, the Council may deny a member's electronic attendance request by a **two-thirds (2/3) vote**.

The Clerk is responsible for setting up the connection and will determine the most appropriate means for the electronic participation. Electronic participation is possible via telephone, video, and/or an internet connection. The Clerk has the option to share Council meeting documents to the remote Council member through an internet connection. All documents and communication are subject to the Freedom of Information Act.

To avoid confusion and promote efficiency, if the Mayor is the member attending the meeting through electronic means, the Commissioner of Accounts and Finances will serve as the Presiding Officer for the meeting. If the Mayor and the Commissioner of Accounts and Finances aren't able to physically attend the meeting, the Mayor may select a Pro Tem Presiding Officer for the meeting.

**(Ord. No. 16-23; 12-12-16)**