

PROPOSED COUNCIL GUIDELINE 3.22 -- ATTENDANCE VIA SPEAKERPHONE

3.22 Attendance via Speakerphone

On rare occasions, a Councilmember will not be able to be physically present at a Council or committee meeting, but will want to be involved in Council or committee discussions and/or decisions. The procedure and guidelines for permitting a Councilmember to remotely attend a Council or committee meeting via speakerphone shall be as follows:

1. If a Councilmember wishes to attend a Council or committee meeting via speakerphone, the Councilmember shall notify the Mayor or the City Manager's office no later than 2:00 PM on the day of the meeting to advise of such absence and to request remote attendance at the Council or committee meeting via speakerphone.
2. The Councilmember attending remotely via speakerphone shall provide the Mayor or City Manager's office with a telephone number where the Councilmember may be contacted at the start of the Council or committee meeting. The Councilmember attending via speakerphone must be able to hear the discussions at the Council or committee meeting and taking place in Council Chambers or before the committee. Likewise, the Councilmember must be able to be heard by all present in Council Chambers or before the committee.
3. If possible, the Councilmember should also log in by computer or iPad/tablet to view the internet streaming video website of the Council meeting.
4. At the commencement of the Council or committee meeting, the Mayor (or presiding officer if the Mayor is not physically present at the Council or committee meeting) shall state for the record that a Councilmember, identifying the member by name, is attending the Council or committee meeting via speakerphone and the reason for the Councilmember's remote attendance (i.e., illness, business travel, vacation, etc.). The Mayor shall establish that the Councilmember attending remotely via speakerphone can hear the Mayor's or committee chair's voice. There must be a clearly audible response from the Councilmember attending remotely. The Mayor or committee chair shall then state on the record that the remotely attending Councilmember is attending via speakerphone and can be heard by all present in Council Chambers or before the committee.

A Councilmember attending a Council or committee meeting remotely via speakerphone should review all of the applicable material on the agenda. Any technical prohibitions or difficulties that prevent all parties present at the Council or committee meeting from communicating or hearing one another will negate the ability of the Councilmember to participate remotely via speakerphone in the Council meeting or committee. Such inability to participate in the Council or committee meeting, due to technical prohibitions or difficulties, shall be deemed an excused absence for the Councilmember attempting remote attendance.

The Mayor and Mayor Pro Tem may attend remotely, however, they will not be able to preside over the meeting remotely. The presiding officer for the Council or committee meeting must be in physical attendance at the Council or committee meeting. In the event the Mayor and Mayor Pro Tem must

both attend a Council meeting remotely, the Councilmember having the longest service on the Council shall be acting presiding officer for purposes of the Council meeting.

Remote attendance via speakerphone shall constitute attendance for quorum purposes and voting. A request for remote attendance via speakerphone shall be exercised on rare and infrequent occasions by a Councilmember and it shall not be a substitute for regular, physical attendance at Council or committee meetings. The Council, as a legislative body, retains the ability upon motion to deny an individual Councilmember's request for remote attendance.

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