



CITY OF RAMSEY

Policy Regarding Remote Attendance and Participation in Council and Commission Meetings

DRAFT 03-26-2019

SECTION 1: SCOPE

- A. **BACKGROUND**: The City of Ramsey seeks to develop guidelines to promote transparent and orderly use of electronic technology that allows Council and commission members to attend meetings from a remote location. Electronic audio/video attendance options continue to advance and evolve, along with the laws that govern such attendance. Generally speaking, the city may adopt regulations that are more restrictive (not more lenient) than those provided by state law.

- B. **PURPOSE**: The purpose of this policy is to create guidelines governing the remote attendance and participation of members at Council and Commission meetings. Advance notifications and limits are established in order to provide proper notification to the public, and to allow the City to arrange the appropriate technology to cover the meeting. The general expectation is that individuals will make every practical attempt to be physically present and that the purpose of this policy is to allow for exceptions when the member is unable to physically attend a meeting.

SECTION 2: CRITERIA/PROCEDURE

- A. **ELIGIBLE USERS**: Members of the City Council and members of any formally established commission of the City.
- B. **APPLICATION**: Eligible users may attend and participate in any regular meeting of their respective Council or commission in accordance with this policy.
- C. **NOTIFICATION**: Eligible Users wishing to participate via interactive television or other electronic medium shall notify the City Administrator, in writing, no earlier than ten (10) days, and no later than 72 hours prior to the meeting. The name and location of eligible members attending a meeting via electronic medium shall be posted in conjunction with, and in the same manner as, the regular agenda.
- D. **MAXIMUM ATTENDEES**: No more than one (1) eligible user may participate in any single meeting via electronic medium. Eligible participants for any particular meeting will be determined by the order in which notification was received by the City Administrator.

- E. ANNUAL USE: An eligible user may attend a maximum of two (2) regular meetings via interactive television per year.
- F. OTHER: Remote attendance and participation at any public meeting shall be in full compliance with the Open Meeting Law (OML), Minnesota Statutes section 32D.02, subdivision 1. All members of the public showing up at a remote location must be able to see and hear all discussion and votes. All members of the body must be able to see and hear one another, as well as the public.
- G. EXCEPTIONS: The requirements of this policy may be waived in the event of an emergency as defined by state statute.
- H. DECORUM: It is expected that all members attending remotely will conduct himself or herself in a professional manner, and attend only from meeting locations that are suitable for the proper conduct of professional business.
- I. EXPENSES: Members attending remotely will cover all extraordinary costs necessary for the connection.
- J. TECHNOLOGY: Remote meeting attendees shall comply with all technological and security standards as established by QCTV and the City's Information Technology staff.