

City Council – Action Request Form

Date: April 6, 2020

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Angela I. Carmon, City Attorney

Council Action Requested:

Ordinance Amending Chapter 2 of the City Code Entitled “Administration” To Allow Remote Participation

Strategic Focus Area: Service Excellence

Strategic Objective: No

Strategic Plan Action Item: No

Key Work Item: No



Summary of Information:

The attached ordinance amendment changes the city code to allow remote participation in council committee and city council meetings and to allow the same by city boards and commissions provided certain requirements have been met.

In summary, a council member may participate remotely provided one or more of the following situations exists:

- Personal illness or disability that does not impact the member’s ability to participate remotely;
- Family or other personal emergency; or
- Other emergencies that justify remote participation, such as a declaration of a national, state or local emergency.

Committee Action:

| | | | |
|------------------|-------|----------------|-------|
| Committee | _____ | Action | _____ |
| For | _____ | Against | _____ |

Remarks:

The council member must notify the mayor and city secretary of the need to participate remotely at least 24 hours in advance of the meeting, where possible. A council member may participate remotely in all open sessions and closed sessions, except for quasi-judicial proceedings. Additionally, a majority of the council committee or city council must be physically present for the meeting. However, this requirement may be waived, if the Mayor, after consulting with a majority of city council, determines that, due to a declared state of emergency, it is not feasible for a majority of city council to be physically present. In that case, a majority of council does not have to be physically present and council members participating remotely will be counted for purposes of determining a quorum.

A council member participating remotely shall provide a voice vote, which can be heard and recorded if participating by phone or, if participating by video, a voice and hand vote.