



## **Remote Meeting Participation Policy, Town of Fraser Public Bodies**

### **I. Purpose.**

Establish a policy for remote participation in any public meetings of the Town of Fraser Public Bodies.

### **II. Issue.**

1. Remote participation has inherent limitations because this effectively precludes an elected/appointed official from viewing documentary information presented during meetings, from fully evaluating a speaker's non-verbal language in assessing veracity or credibility, and from observing non-verbal explanations (e.g., pointing at graphs and charts) during a speaker's presentation or testimony. The public body finds that these limitations inherent in remote participation may produce inefficiencies in meetings and may undermine the decision-making process, particularly in quasi-judicial matters. Personal attendance is important for good decision-making process. Remote participation is intended to be an infrequent or occasional substitution for physical attendance.

### **III. Statement of Policy.**

1. Remote participation must be conducted in an uninterrupted, safe and two-way communication environment for the participating elected/appointed officials, attorney, special counsel or presenters.
2. An elected/appointed official may neither participate nor vote remotely in a quasi-judicial public hearing.
3. Elected/appointed officials must be physically present to establish a quorum.
4. Remote participation shall constitute actual attendance for purposes of compensation.
5. The Town shall provide reasonable accommodation and shall waive or modify provisions of this Policy to provide disabled elected/appointed officials full and equal access to meetings.
6. The Mayor or Town Manager may suspend these policies due to emergency conditions.

### **IV. Repeated Use of Remote Participation.**

1. The public body may, by majority vote of a quorum present, declare an elected/appointed official's repeated use of remote participation excessive and deny them privilege to use remote participation for a specific meeting or meetings. Such declaration by public body shall only be made when the member seeking to participate remotely is afforded advance notice and the opportunity to

participate in the public body's discussion regarding excessive use and the continuation of remote participation. Provided that the elected/appointed official is provided notice of the date and time of the planned public body's discussion, the member's inability to be available to participate in the discussion shall not preclude the public body's authority to discuss and decide whether such elected/appointed official's use of remote participation is excessive.

**V. Arranging for Remote Participation.**

1. Contact the Town Clerk and Town Manager to arrange for remote participation prior to posting date of any meeting agenda to help ensure a quorum will be established. In an emergency situation, remote participation may be possible pending a quorum.