

**RESOLUTION NO: 18**

**SERIES OF 2020**

**A RESOLUTION ADOPTING A POLICY FOR REMOTE PARTICIPATION IN COUNCIL MEETINGS IN THE EVENT OF AN EMERGENCY**

WHEREAS, the Greenwood Village City Council recognizes the importance of members of City Council meeting in person to conduct business in an open and transparent manner and acknowledges that electronic participation from separate remote locations produces inefficiencies in meetings with regard to exhibits and contemporaneous observance of visual aids, increases expense, and is not ideal for the decision making process; and

WHEREAS, the Greenwood Village City Council wishes to have a policy in place nevertheless for remote participation in City Council meetings in the event of a local, state or national emergency.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENWOOD VILLAGE:

1. In the event that City Council is unable to meet at the day, hour, and place fixed by the rules and procedures set forth in the Village's Charter and Municipal Code due to a federal, state, or locally declared health pandemic or emergency affecting the Village, meetings may be conducted by telephone, electronically or by other means of communication so as to provide maximum practical notice, and under the following criteria:

a. The Mayor determines that meeting in person is not practical or prudent because of health pandemic or declaration of emergency affecting the Village.

b. To the extent technologically possible, all members of the City Council are able to hear one another or otherwise communicate with one another and can hear or read all discussion and testimony in a manner designed to provide maximum notice and participation;

c. Members of the public can hear or read the discussion, testimony and votes;

d. At least one member of the City Council is present at the regular meeting location, unless not feasible due to the pandemic or emergency declaration;

e. All votes are documented by roll call;

f. Minutes of the meeting are taken and promptly made open to public inspection prior to formal adoption;

g. To the extent possible, full and timely notice is given to the public setting forth the time of the meeting, the fact that some or all members of the City Council may participate by remote electronic means, and the right of the public to monitor the meeting from another location and participate in the Public Comment portion of a regular meeting electronically.

2. To arrange to participate via electronic means, a Councilmember shall:

a. Contact the Mayor, City Manager, or City Clerk in advance of the meeting to determine if an arrangement for such remote electronic participation is possible. Councilmembers shall endeavor to advise the City Manager or Mayor of their intent to participate remotely at the earliest possible time and not less than 24 hours prior to the meeting.

b. The City Clerk shall initiate the remote electronic participation not more than 10 minutes prior to the scheduled start time of the meeting. Upon disconnection during a meeting, the City Clerk shall make one attempt to re-initiate the connection.

3. Remote electronic participation shall only apply to regular meetings and study sessions of the Greenwood Village City Council, and Boards and Commissions during times of emergency declared by the Mayor or City Council.

4. Portions of this policy may be waived as necessary to accommodate City Councilmembers having disabilities recognized under the Americans with Disabilities Act in order to assure them full and equal access to all City Council meetings.

5. In the event of a locally declared emergency, City Council may apply this policy to meetings of boards and commissions.

READ, PASSED, AND APPROVED THE 23<sup>RD</sup> DAY OF MARCH, 2020.

DocuSigned by:



DocuSigned by:  
George E. Lantz, Mayor

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ATTEST:

DocuSigned by:



Susan M. Ortiz, MMC  
City Clerk

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