

## RESOLUTION 10-2020

### A RESOLUTION OF NORTH OGDEN CITY IMPLEMENTING AUTHORITY TO CONDUCT ELECTRONIC MEETINGS AND PROVIDING PROCEDURES FOR PARTICIPATION IN ELECTRONIC MEETINGS

**WHEREAS;** the City Council of North Ogden City (the "Council") is empowered under the provisions of Utah Code § 52-4-207 to establish and implement procedures for the conduct of electronic meetings of all City Public Bodies; and

**WHEREAS;** the City Council believes it is in the public interest to conduct telephonic or electronic conference meetings from time to time to assure that all members of the Public Bodies have an opportunity to participate in Public Meetings regardless of the physical location of the individuals and the public; and

**WHEREAS;** the City has adequate facilities to support the conduct of telephonic or electronic meetings of Public Bodies;

**NOW THEREFORE,** the City Council hereby resolves as follows:

1. **Definitions.** The following terms are defined as follows for the purpose of this Resolution:

(a) "Anchor Location" means the Council Chambers at North Ogden City Hall or such other location designated in the Agenda for the meeting.

(b) "Meeting Administrator" means the City Recorder, or another employee of the City specifically assigned and designated to operate the telephonic or electronic conference equipment at the anchor location to assure that all Public Body and public are continuously able to participate in the meeting and to advise the party conducting the meeting of the initiation, recess, if appropriate, or adjournment of the meeting.

(c) "Electronic Meeting" means a public meeting of a Public Body convened and conducted by means of a telephonic conference device or other electronic means, allowing each member to call, videoconference, or otherwise participate concurrently with all other members of the Public Body in the conduct of the meeting.

(d) "Public Body" means the City Council, Planning Commission; or other Committee which holds regular public meetings as provided under Utah Open Meetings Act provisions.

2. **Notice of Electronic Meetings.** The Public Body may convene electronic meetings when necessary. Unless otherwise indicated on the meeting agenda, Public Body members may participate in all meetings electronically. It shall be the responsibility of each Public Body member to contact the meeting administrator prior to

the meeting to assure that facilities are set up for the meeting to participate electronically.

3. Quorum Verification. No electronic meeting shall be convened unless a quorum of the Public Body is able to participate either in person or electronically in the meeting.

4. Public Attendance. Each electronic meeting shall be convened by the meeting administrator by announcing the parties present at the meeting and by making available to members of the public at the anchor location an amplified speaker or video monitor enabling members of the public to hear the comments of Public Body members and the conduct of the meeting.

a. In times of a public health crisis or other emergency the Public Body may allow for electronic participation by members of the public, which at minimum allows for members of the public to watch, listen, or otherwise observe the proceedings.

b. In cases of Public Hearings during a health crisis or other emergency members of the public shall be allowed to provide comments electronically or other appropriate method of immediate communication with the Public Body.

c. In the event of an Emergency, Health Crisis or Threat the Mayor has the authority to make a decision on how to conduct the meeting to comply in the best way with Utah Open Meetings Act rules and procedures including modifications to the above rules.

5. Conduct of the Meeting. All meeting shall be conducted by a Public Body member who is physically at the meeting unless all Public Body members are appearing electronically or telephonically. Upon determining that a sufficient number of the Public Body are present for the meeting to be convened and members of the public can adequately hear the comments of all members of the Public Body, the Mayor or Public Body member conducting the meeting shall formally convene the meeting and take a roll call of those participating. If a Public Body member is disconnected during the meeting, it shall be within the discretion of the Mayor or other Public Body member conducting the meeting to determine whether to continue the meeting without the person or wait until they can be reconnected. The Mayor or other Public Body member conducting the meeting may also move agenda items to provide time to try to reconnect.

6. Compliance with Law. In all other respects, electronic or telephonic meetings shall be conducted, recorded, and minutes shall be kept as required by law for all other open and public meetings, or for all other record keeping purposes of the City.

7. Effective Date. This Resolution shall take effect upon its adoption by the City Public Body.

**PASSED and APPROVED this 7<sup>th</sup> day of April, 2020.**

