

St James Township Resolution #2020.03.20.01

RESOLUTION ESTABLISHING PROCEDURES TO ALLOW TELEPHONIC ATTENDANCE BY MEMBERS AND MEMBERS OF THE PUBLIC AT MEETINGS DUE TO CORONAVIRUS PANDEMIC

WHEREAS, on March 10, 2020, Governor Whitmer declared a state of emergency as a result of the Coronavirus outbreak; and

WHEREAS, on March 11, 2020, the World Health Organization declared the Coronavirus outbreak a pandemic; and

WHEREAS, on March 13, 2020, the President declared a National Emergency as a result of the Coronavirus outbreak; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) has issued Interim Recommendations for COVID-19 Community Mitigation Strategies; and

WHEREAS, such strategies include encouraging staff to tele-work when feasible and implementing social distancing measures as feasible, including limiting in-person meetings, and to limit large work-related gatherings; and

WHEREAS, on March 13, 2020, Governor Whitmer issued Executive Directive 2020-2 directing state agencies and departments that must continue to meet during the Coronavirus outbreak may allow participation by remote access provided that such means are sufficient to enable meaningful access and communication for all participants; and

WHEREAS, to implement such mitigation strategies and to allow the public to attend meetings of the _____ remotely if they desire, the _____ desires to its members and members of the public to attend meetings of the _____ by telephone as set forth in this Resolution;

NOW THEREFORE BE IT RESOLVED, that the _____ immediately members and members of the public to attend all meetings of the _____ by telephone as follows:

A. _____ MEMBERS:

1. A member of _____ who will be participating by phone shall inform the _____ not later than 18 hours prior to the meeting, and the _____ shall post on the _____'s website and at the _____ office all members who will be attending by phone along with information about how the public may contact the member(s) to provide input on any business that will come before the _____.

2. The telephone system being utilized shall allow the member to communicate to any other member in attendance, any member of the public, or staff participating by phone or present at the posted physical location of the meeting and shall allow any member, any member of the public, or staff on the phone or present at the posted physical location of the meeting to communicate with any member participating by phone.
3. A members' attendance by phone shall be considered attendance for the purpose of establishing a quorum.
4. Any vote by a member participating by phone pursuant to this resolution shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a member on the phone.
5. If any member is participating by phone, all votes on any matter shall be taken by roll call vote.
6. Adjournment of a meeting shall occur only on a roll call vote of the _____.
7. A member participating by phone shall disclose any person or persons present in the same room as the member during their attendance by phone.
8. Emails, texting, or other forms of electronic communication by or between members during the meeting shall not be allowed.
9. If an email, text or other form of electronic communication is received by a member or the _____ prior to the meeting or during the meeting related to any item on the agenda for the meeting, the email, text, or other electronic communication shall be read by the _____ or the member receiving the communication during the agenda item and it shall be addressed by the _____ as appropriate during the meeting.

B. MEMBERS OF THE PUBLIC:

1. All public notices or postings of a meeting of the _____ shall include in addition to the physical location of the meeting, a dial-in conference number for the meeting for members of the public to utilize to call in for the meeting. The dial-in conference number shall allow for members of the public to hear the discussion of

- the _____ and for the _____ to hear any comment of the members of the public.
2. The agenda for the meeting shall be made available on the _____'s website and at the _____ at least 18 hours prior to the meeting. The agenda shall also include the dial-in conference number.
 3. If any meeting includes a public hearing, all material that will be considered by the _____ at the public hearing shall be posted on the _____'s website as well as available for inspection at the _____ offices not less than 18 hours prior to the public hearing or as otherwise required by law. This provision shall not apply to written public comments received by the _____ for the public hearing.
 4. Immediately after calling the meeting to order, the chair of the meeting shall insure that the dial-in number is working. If the dial-in number is not working, the meeting shall be immediately adjourned by the chair of the meeting without any decision or deliberation on any matter.
 5. If the dial-in number is working, attendance shall be taken for all persons on the phone and attending the meeting at the physical location of the meeting, including members of the public. If members of the public call in during the course of the meeting, they will be asked to identify themselves and shall be added to the public attendance list for the meeting.
 6. If any member of the public is participating by phone, each member of the public on the phone shall be provided an opportunity to provide public comment during the public comment portion of the agenda pursuant to the rules of the _____ on public comment. Such opportunity shall be given by the chair of the meeting or such other person as designated by the chair asking each individual participating on the phone by name whether they have any public comment. The chair of the meeting or person designated by the chair shall not move to the next name or person for public comment unless the person verbally confirms that they have no comment or there is no response after at least thirty (30) seconds.
 7. If any member of the public is participating by phone, and a closed session is called by the _____ as permitted by the Open Meetings Act, a separate call in number shall be available for the _____ to utilize for a closed session that is not available to the public, the chair of the meeting shall clearly indicate at what point in the agenda the closed session will occur, the projected

length of the closed session, that the public will not be able to hear the _____ or provide comment during the closed session, and the _____ shall return to the public conference call following closed session to adjourn the meeting or take other action as necessary.

This Resolution is intended to authorize participation by remote access by members of the _____ and members of the public in the interest of the public health, safety, and welfare during the Coronavirus outbreak while preserving meaningful access and communication for _____ members and members of the public.

{Participation by remote access is not required for either _____ members or members of the public.} **This can be eliminated if no meetings to be held at hall.**

This Resolution shall be effective immediately and shall remain in effect until the state of emergency as a result of the Coronavirus outbreak is lifted by the Governor.

Ayes:

Opposed:

I, _____, _____ for the _____, do hereby certify that on March ____, 2020, the preceding resolution was adopted by the _____.

Dated: _____