



Agenda Item: Discuss and Consider Approval of Revised Policy for Remote Participation via Videoconferencing for Meetings of the Park Board of Trustees and Committees

Background: The current policy was originally written in 2016 as requests to attend Board meetings virtually became more frequent by trustees traveling for business and wanting the ability to participate in the meeting. Notice requirements were set at 96 hours prior to the meeting or 120 hours, if the notice was over a weekend, to allow for scheduling of the software and equipment and testing prior to the meeting.

With the onset of the pandemic in 2020, videoconferencing became the normal meeting method and equipment was purchased specifically for the boardroom. This new equipment, along with the increased use of videoconferencing as a means to communicate, has allowed staff, trustees and committee members to become more proficient thus allowing a reduction in notice requirements.

The policy has been revised to change the notice requirement to a minimum of 48 hours prior to the meeting and that this notice is to include the meeting support staff as well as the Board or Committee Chair. In addition, language has also been added to instruct participants that the video and audio portion must be live and that their cameras must be on for the duration of the meeting to comply with the open meetings act.

Staff Recommendation: Staff is recommending approval of this revised policy to allow flexibility for remote participation in the case of travel and/or illness.

Funding Source (if applicable): n/a