

## **Park Board of Trustees of the City of Galveston**

### **Policy for Remote Participation via Videoconferencing For Meetings of the Park Board of Trustees of the City of Galveston (PBTG) and For Meetings of PBTG's Committees**

**Purpose:** This policy for Participation in Board Meetings via Videoconferencing is to ensure compliance with Title 5. Open Government; Ethics, Subtitle A. Open Government, Chapter 551. Open Meetings, Sec. 551.127. Videoconference Call.

#### **I. Compliance**

- a) Trustees will inform the Chair and the Administrative Services Manager of their remote participation a minimum of 48 hours prior to the meeting.
- b) Committee Members will inform the Committee Chair and Committee Support Staff of their remote participation a minimum of 48 hours prior to the meeting.
- c) Remote requests received after the time limits set above will not to be permitted.
- d) Trustees or Committee Members participating via videoconferencing will be counted as present at the meeting.
- e) Trustees and Committee members participating via videoconferencing must have their camera on for the duration of the meeting.
- f) The Trustee or Committee member's video and audio must be broadcast live.
- g) The audio of the meeting must be captured.
- h) Trustees and Committee members are not limited in the number of times they may participate remotely. However, the reason remote participation is requested must be because the Trustee or Committee Member is out of town and unable to participate in person. Trustees and Committee Members cannot participate remotely if participating from home unless they are ill and have received approval from either the Park Board Chair or Committee Chair.
- i) A quorum of the Park Board or the Committee must be present at the meeting located in Galveston. In the case of the Park Board, five Trustees must be present. Therefore, only four Trustees may participate remotely. Remote participants will be allowed on a first come basis.
- j) Telephone participation is not allowable except for emergency or public necessity as defined by Section 551.045.

#### **II. Operational Procedures**

- a) Trustee(s) will inform the Chair and Administrative Services Manager of their remote participation a minimum of 48 hours prior to the meeting.

- b) Committee member (s) will inform the Committee Chair and Committee Support Staff of their remote participation a minimum of 48 hours prior to the meeting.
- c) Remote requests received after this timeframe will not be permitted.
- d) The Trustee or Committee member's video and audio feed must be live.
- e) The audio of meeting must be captured.
- f) The trustee or committee member participating via videoconferencing will be counted as present at the meeting.
- g) Trustees or Committee members participating via videoconferencing must have their camera on for the duration of the meeting.
- h) Every effort will be made to ensure that all documentation not included in the briefing packet but scheduled to be distributed at the meeting will be emailed to the trustee or committee member attending via videoconference prior to the start of the meeting. Documentation distributed during the meeting that is not available to the remote participant will not be cause for an item on the agenda to be deferred.

Approval Date: February 28, 2023