



TOWN BOARD MEETING SPECIAL PROCEDURES DURING DECLARED DISASTERS

I. Application.

This Policy shall only be in effect upon a declaration of emergency or disaster pursuant to CRS 24-33.5-709 of the State of Colorado and Resolution 2020-0011 of the Town of Kersey. The Town Manager has the authority to establish, regulate, and enforce any additional procedures necessary to implement this Policy. The Town Manager's Office shall provide technological support for the remote connection and the implementation of this Policy. Except as modified by this Policy, Town Board meetings shall adhere to the provisions adopted within the Kersey Municipal Code.

II. Definitions.

Connected Meetings means Meetings where all public, staff, and members of Town Board participate by accessing a commonly linked platform remotely via telephonic, video, and/or internet facilitation.

Electronic Participation means participation in which one or more members of Town Board may participate in Meetings by telephone or other electronic means of participation, such as video conferencing.

Meetings means regular and special meetings as well as executive and work sessions.

III. Purpose.

The purpose of this Policy is to specify the circumstances under which

- (i) A member of the Town Board may attend a Meeting by Electronic Participation, and
- (ii) Meetings that may be conducted as Connected Meetings.

IV. Term of Policy.

This Policy shall be in effect from March 17, 2020 to June 30, 2020.

V. Electronic Participation in Meetings.

Electronic Participation shall be made available to members of Town Board and shall be limited

as follows:

1. A member of Town Board may listen by telephone or other electronic means to any Board meeting. Such member of Town Board listening via telephone shall be deemed present for purposes of determining a quorum.
2. The member of Town Board may not participate nor vote in a quasi-judicial public hearing; however, the member of Town Board may maintain the electronic connection and monitor and listen to the hearing and may participate and vote in legislative matters.
3. The Town Board may discontinue the use of Electronic Participation by one or more members during a Meeting where the participation results in delays or interference in the Meeting process; e.g., where the telephone connection or connection by other electronic means is repeatedly lost, the quality of the connection is unduly noisy or otherwise problematic to the conduct of the meeting, or the listening member is unable to hear speakers using a normal speaking voice amplified to a level suitable for the meeting audience in attendance. The Meeting may proceed after the Electronic Participation is discontinued only if there is a quorum.

VI. Arranging for Electronic Participation.

To arrange to participate via Electronic Participation, a member of Town Board shall:

1. Contact the Town Manager in advance of the Meeting to determine if an arrangement for such participation via telephone conference or video conference is possible. Members of Town Board shall endeavor to advise the Town of their intent to participate via Electronic Participation at the earliest possible time and not less than twenty-four (24) hours prior to the requested participation.
2. The Town shall initiate the Electronic Participation not more than ten (10) minutes prior to the scheduled time of the meeting. Upon disconnection during a meeting, the Town Clerk or designee shall make one attempt to re-initiate the connection.

VII. Connected Meetings

Connected Meetings may be conducted if all of the following conditions are met:

1. The Town Manager determines that meeting in person is not practical or prudent, because of a health pandemic or declaration of emergency affecting the Town;
2. All members of Town Board can 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;
3. Members of the public participating in the Connected Meeting can hear or read all discussion, testimony and votes, unless not feasible due to the pandemic or emergency;
4. All votes are conducted by roll call;

5. Minutes of the meeting are taken and promptly recorded, and such records are open to public inspection; and
6. To the extent possible, full and timely notice is given to the public setting forth the time of the meeting and the protocol for public participation in the Connected Meeting.
7. No quasi-judicial matters will be heard or considered at a Connected Meeting.

VIII. Reasonable Accommodations.

The Town shall provide reasonable accommodation and shall waive or modify provisions of this Policy to provide a member of the Town Board with a disability full and equal access to Meetings. The Town shall otherwise adhere to the Town's ADA Policy to the extent feasible during a pandemic or emergency.

IX. Malfunction.

In the event of an electronic malfunction during the Connected Meeting of a nature that the remote attendees cannot effectively participate, at the direction of the Mayor or other presiding officer, the connection may be terminated.

X. Executive Sessions.

Confidentiality: It shall be the responsibility of the member of Town Board utilizing this policy to initiate the connection at a secure location such that the confidentiality of the executive session is not compromised. Remote attendees shall not record the executive session.

Signed into effect by:

C. Morgan 04/23/2020
 Christian Morgan, Kersey Town Manager Date

Affirmed by:

Gary Lagrimanta 04-24-2020
 Gary Lagrimanta, Town of Kersey Mayor Date

Witnessed by:

Julie Piper 04/24/2020
 Julie Piper, Town of Kersey Town Clerk Date