

ELECTRONIC PARTICIPATION POLICY AT MEETINGS OF THE TOWN OF PITKIN

I. Purpose.

The purpose of this Policy is to specify the circumstances and means under which the Town of Pitkin Board of Trustees and such other Town Boards and Commissions shall conduct regular and special meetings by telephone or other electronic means of participation ("Electronic Participation"). The Town Board of Trustees finds that electronic participation can, under appropriate circumstances, increase the public's participation in matters of Town business and facilitate the ability of elected Trustees to fulfill their duties during times when they may not be physically present at meetings.

II. Statement of General Policy.

The Town Board of Trustees (and such Boards and Commissions that are created by the Town of Pitkin may conduct regular or special meetings by telephonic or electronic means in accordance with this Policy. Generally, for purposes of this policy, the term "Trustee" also includes Commissioners and members of Town Boards. The term "Mayor" also includes the Mayor Pro Tem and/or the presiding officer of a Commission or other Town Board conducting a meeting by electronic means. If the Mayor is participating in a meeting by electronic means and the Mayor Pro Tem is participating in person, the Mayor Pro Tem shall preside over the meeting.

A. Electronic Participation.

Meetings of the Town Board of Trustees shall be primarily conducted in-person. However, individual Trustees may participate in meetings by telephone or electronically using a platform approved by the Town. Generally, a Trustee's participation in a meeting shall be in-person unless said Trustee has reason to be away for either personal or health reasons. **Three consecutive absences by any member of the Board shall automatically trigger a review of attendance by the Board of Trustees.** A Trustee may participate in meetings held by telephone or electronically if all of the following conditions are met:

1. All members of the Town Board of Trustees, Town staff and the public can hear one another clearly, can communicate with one another, and can hear or read all evidence and testimony in a manner designed to provide maximum participation; and
2. The Trustee is in a physical location with good connectivity (telephone or internet) that is free from distractions; and
3. Members of the public can hear the Board proceedings and are afforded opportunities to participate in public comment; and
4. All votes are conducted by roll call; and

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, the fact that some members of the Town Board of Trustees may participate by telephone, and the right of the public to monitor the meeting using telephonic or electronic means.

III. Arranging for Electronic Participation.

A. A Trustee desiring to participate by telephonic or electronic means shall contact the Town Clerk at least twenty-four hours in advance of a regular or scheduled meeting to provide notice of a meeting conducted under this policy.

B. Telephonic or electronic participation shall only occur using a telephonic or electronic platform approved by the Town.

C. The Mayor is authorized to discontinue a Trustee's participation in a meeting if the use of electronic participation by the Trustee results in delays, the communication is unclear, or the electronic participation otherwise interferes with the conduct of the meeting.

IV. Effect of Electronic Participation.

A. Effect of Electronic Participation.

A Trustee who participates in a meeting by electronic means consistent with the Policy shall be considered "present" at the meeting for purposes of establishing a quorum and entitled to vote on matters coming before the Town Board of Trustees, Commission or other Town Board.

B. Executive Sessions.

In the event that the Town Board of Trustees holds an executive session pursuant to Section 24-6-402, Colorado Revised Statutes, participants shall be authorized to attend via telephonic or electronic Participation. A Trustee participating in an executive session remotely shall: (a) have a secure telephone or electronic connection, and (b) certify that they are the only person in the room and that no other person has access to the executive session. Any executive session conducted under this policy shall be recorded electronically as provided for by statute.

V. Public Participation.

For meetings where it is practical for the Town to utilize an electronic communication platform (e.g. Zoom, WebEx), members of the public may participate in such meetings and make comments at such times as are designated by the Mayor. The Town may impose requirements on public participation by electronic means such as requiring a member of the public to send an email to the Clerk prior to the meeting if they desire to present on an item not on the agenda or requiring

a member of the public to give notice to Town staff in advance or during the meeting of their desire to comment on a specific agenda item.

VI. Reasonable Accommodations.

The Town may provide reasonable accommodation and waive or modify provisions of this Policy for the benefit of members of the Town Board of Trustees, Commission, Board or the public with a disability.