

**Resolution No.856**

**Series 2020**

**A RESOLUTION APPROVING AN ELECTRONIC PARTICIPATION POLICY  
FOR THE CITY OF WOODLAND PARK, COLORADO IN THE EVENT OF AN  
EMERGENCY**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND  
PARK, COLORADO THAT:**

**Section 1.** The Electronic Participation Policy, as attached hereto, is hereby approved by the City Council of the City of Woodland Park, Colorado

DATED at the City of Woodland Park, Colorado this **13<sup>th</sup> day of March, 2020.**



\_\_\_\_\_  
Mayor Pro-tem Val Carr

ATTEST:



3-13-2020

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Suzanne Leclercq, MMC  
City Clerk

## **Electronic Participation Policy During City Council Meetings**

1. The purpose of this Policy is to specify the circumstances under which a member of the City Council may participate in regular meetings by telephone or other electronic means of participation, such as video-conference (“Electronic Participation”). Electronic Participation has inherent limitations because Electronic Participation effectively precludes a member of the City Council from contemporaneously observing documentary information presented during meetings; and from observing nonverbal explanations (e.g., pointing at graphs and charts) during a speaker’s presentation or testimony. The City Council finds that these limitations inherent in Electronic Participation, may produce inefficiencies in meetings, increase the expense of meetings, and may undermine the decision making process.
2. A member of the City Council may participate in a meeting of the City Council by electronic means only in accordance with this Policy.

### **A. Emergency Situations**

In the event a quorum is unable to meet at the day and hour, and place fixed by rules and procedures of the City Council because meeting in-person is not practical or prudent due to a health pandemic or emergency affecting the City, meetings may be conducted by telephone, electronically, or by other means of communication so as to provide maximum practical notice. Meetings may be held by telephone, electronically, or by other means of communication if all of the conditions are met:

1. The City Manager or the Mayor determines that meeting in person is not practical or prudent, because of a health pandemic or declaration of emergency affecting the City;
2. All members of the City Council 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 present at the regular meeting location can hear or read all discussion, testimony and votes, unless not feasible due to the pandemic or emergency;
4. At least one member of the City Council is present at the regular meeting location, unless not feasible due to the pandemic or emergency declaration:
5. All votes are conducted by roll call;
6. Minutes of the meeting are taken and promptly recorded and such records are open to public inspection; and
7. To the extent possible, full timely notice is given to the public setting forth the time of the meeting, the fact that some members of the City Council may participate by telephone or electronic device, and the right of the public to monitor the meeting from another location.

**B. Arranging for Electronic Participation:**

1. To arrange to participate via Electronic Participation, a Council member shall:
  - a. Contact the Mayor, City Manager, or City Clerk in advance of the meeting to determine if an arrangement for such participation via telephone conference or video conference is possible. Council members shall endeavor to advise the City of

their intent to participate via Electronic Participation at the earliest time possible.

- b. The City 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 City Clerk shall make one attempt to re-initiate the connection.

**Effect of Electronic Participation.**

Telephonic participation shall only constitute actual attendance for purposes of establishing a quorum for meetings during which no quasi-judicial matters will be heard or considered.

**Reasonable Accommodations.**

The City shall provide reasonable accommodation and shall waive or modify provisions of this Policy to provide handicapped members of the City Council full and equal access to the City Council Meetings.