

REMOTE PARTICIPATION POLICY FOR MEETINGS OF THE APEX TOWN COUNCIL

Members of the Apex Town Council (Council), may remotely participate in briefings and official meetings of the Council, subject to the following rules and procedures:

1. Remote participation may be used only in limited circumstances. A Councilmember desiring to participate in a meeting remotely must assert one or more of the following reasons for being physically unable to attend the meeting:
 - i. Personal illness or disability;
 - ii. Employment purposes; or
 - iii. Family or other emergency.
2. Remote participation may be allowed only during open sessions when a quorum of the Council is physically present at the meeting and the Councilmember participating remotely is not necessary to establish a quorum.
3. Remote participation shall not be allowed during the following:
 - a. Quasi-judicial hearings; and
 - b. Closed sessions.
4. A Councilmember desiring to participate in a meeting remotely must notify the Clerk of the need for remote participation and request approval by the Mayor of his/her remote participation at least 24 hours prior to the start of the meeting, unless advance notice is impractical.
5. At the start of the official meeting and prior to participating in deliberations, the Mayor shall announce that a Councilmember is participating remotely. Such Councilmember shall identify himself or herself and state the reason that he/she is participating remotely.
6. A Councilmember participating remotely shall be allowed to participate in all open session Council-briefing discussions and open session official Council meeting discussions with the exception of quasi-judicial hearings. A Councilmember participating remotely shall be able to vote on matters allowed under the policy.
7. A Councilmember participating remotely shall be provided with all documents to be considered during the briefing session and the official meeting.
8. A Councilmember participating remotely shall participate via simultaneous and/or electronic communication and must be fully heard and if possible seen by other members of the Council and any other individuals in attendance at the official meeting. Use of telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another is necessary. If clear audio is not available, the Mayor may elect to disallow or discontinue the remote participation.
9. A Councilmember participating remotely shall provide a voice vote which can be heard and recorded if participating by telephone and shall provide a voice and hand vote if participating by video.

Adopted this ____ day of _____ 2020.