

Regular Workshop – September 16, 2013
Agenda Item 13

Agenda Item: Discussion Regarding Resolution 2013-14, Commission Policy Regarding Electronic Meeting Attendance and Participation

Presenter: Town Manager

Summary: At the September 3, 2013 Regular Meeting the Town Manager recommended Commission workshop discussion of the adopted policy for electronic meeting attendance and participation. This item is placed on the September 16, 2013 Regular Workshop for Commission consideration.

Attachments: 9-10-13 Memo, Manager to Commission.

Recommended Action: Pending discussion, provide direction to Manager.

MEMORANDUM

Date: September 10, 2013

TO: Town Commission

FROM: Dave Bullock, Town Manager

SUBJECT: Discussion Regarding Resolution 2013-14, Commission Policy Regarding Electronic Meeting Attendance and Participation

On April 15, 2013, the Town Commission passed Resolution 2013-14 establishing Town Commission policy related to Commission use of interactive electronic media technology. Since that time there have been some occasions where electronic media was used by Commissioners to participate or view Commission meetings remotely when the Commissioners were unable to be physically present.

Now that we have this experience, there is an opportunity to review the provisions of the Resolution and see if any changes are in order. Both Skype and phone technology have been used to participate electronically in meetings.

Section 3 of the Resolution establishes the types of meetings where the interactive electronic technology is applicable. Resolution 2013-14 has limited application to non-voting workshop meetings and the policy specifically excludes Town Commission Regular meetings, public hearings, Attorney-Client, Executive and shade meetings. The limited scope of this Resolution warrants a discussion about the provisions of general law that apply to these other meetings (Regular Meetings, Executive Sessions, Attorney-Client and Shade meetings), and whether there is a desire by the Commission to use this technology at these other meetings.

Sections 4 and 5 set forth the responsibility of the Commissioner seeking to utilize technology to ensure that he or she has the ability to facilitate the use of the technology from a remote location, has the required device, and that such device is properly integrated into the Town's digital recording system. This has been accomplished by having Town staff work with the Commissioner ahead of time to test connectivity and assure all parties know how to operate the devices. Generally, this practice has worked well to date.

An issue has come up where a Commissioner may be viewing a live meeting through the streaming video but the video stream has stopped functioning during the meeting and the Commissioner wants to call into the meeting for purposes of listening to (but not participating in the discussions) at the meeting in real time. This scenario also needs to be discussed by the full Commission to determine whether a policy for this circumstance should also be developed.



End of Agenda Item