

## M E M O R A N D U M

**To:** Town Commission  
**From:** Tom Harmer, Town Manager  
**Report date:** June 1, 2021  
**Meeting date:** June 7, 2021  
**Subject:** Resolution 2021-15, Providing for Interactive Electronic Media Technology (IEMT) Policy

### **Recommended Action**

Pass Resolution 2021-15.

### **Background**

The current Commission policy is based on Resolution 2013-33 which established the Commission's Interactive Electronic Media Technology (IEMT) Policy. That policy allows for participation if a quorum is present at all non-voting Regular and Special Workshops. It does not allow for remote participation for exempt meetings (Shade, Executive Sessions, Attorney-Client) and only allows Commissioner to listen in on voting Regular or Special Meetings, but not to participate and/or vote.

Based on improved technology and lessons learned during the pandemic, the Commission discussed adding additional flexibility to the current restrictions for voting meetings.

The Town Attorney continues to advise that remote participation at voting meetings requires there to be an extraordinary circumstance. Qualifying extraordinary circumstances can be determined by the elected body.

Based on discussion at the May 18, 2021 Regular Workshop Meeting, the Town Attorney drafted Resolution 2015-21 defining a series of situations that would be considered extraordinary and approved in advance of the meeting. Those circumstances include:

- Illness or disability
- Caring for a recovering or ill family member (i.e., spouse, relative, new baby, child or grandchild, etc.)
- Attending an event on the Town's behalf
- Travel related to health reasons
- Family obligation (i.e., family wedding, or funeral attendance) or
- A declared local, State or National emergency

Resolution 2015-21 also provides the Commission to make additional determinations on a case by case basis at the commencement of the applicable meeting.

It also states that the use of IEMT shall be contingent on a physical quorum of Town Commissioners being present at Town hall for workshops and regularly noticed Town Commission meetings and public hearings. It also restricts the use of that technology and remote participation during meetings not held at Town Hall.

This IEMT policy applies only to the Town Commission. If the Commission would like to implement a remote policy for advisory board, the Town Attorney has recommended that be considered separately. Advisory Boards do not have the same Charter restrictions and there would need to be some discussion and direction on who approves their extraordinary circumstances.

### **Staff Recommendation**

Pass Resolution 2021-15.

### **Attachments**

- A. Resolution 2013-33 (Available from the Town Clerk's Office)
- B. Resolution 2021-15 (Available from Town Clerk's Office)

**End of Agenda Item**