



Town of Erie

Remote Meeting Policy

Effective Date: <u>March 17, 2020</u>	Revision Date: _____	Prepared By: Kendra Carberry Town Attorney
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Policy Purpose:

The purpose of this Policy is to specify the circumstances under which meetings of the Board of Trustees and other Town boards, committees and commissions may be held without the physical presence of the members, Town staff or the public at a designated meeting location (a "Remote Meeting").

Procedure:

1. General. Remote Meetings are appropriate only in emergency situations when meeting in-person is not practical or prudent due to a health pandemic or other emergency.
2. Conditions. Remote Meetings may be held if all of the following conditions are met:
 - a. The State of Colorado or the Town or both have declared a state of emergency.
 - b. The members can hear one another and can hear or read all discussion and testimony in a manner designed to provide maximum notice and participation.
 - c. The public has the opportunity to participate to the greatest extent possible.
 - d. Hearings on quasi-judicial matters shall only be held with the prior written consent of the applicant, in which the applicant waives any legal challenge to the hearing being conducted at a Remote Meeting.
 - e. All votes shall be conducted by roll call. Each member may vote on all matters at a Remote Meeting in the same manner as other meetings.
 - f. Minutes of the meeting shall be taken in the same manner as other meetings.
3. Determination. The decision to hold a Remote Meeting shall be made by the Mayor or the chair of the board, commission or committee, and arrangements shall be made, to the extent possible, to ensure full and timely notice is given to the public. Notice shall set forth the time of the meeting as well as the fact it will be a Remote Meeting.

Applicability:

Upon implementation, this Policy will apply to regular and special meetings, including study sessions, of the Board of Trustees, as well as meetings of other Town boards, committees and commissions.

Reasonable Accommodation:

The Town shall provide reasonable accommodations and shall waive or modify provisions of this Policy as necessary to provide disabled individuals full and equal access to Remote Meetings.

This policy is hereby approved and adopted on this 17th day of March, 2020.



Malcolm Fleming, Town Administrator