

ORDINANCE NO. 346

AN ORDINANCE ADOPTING A HYBRID PUBLIC MEETING POLICY FOR THE TOWN OF IGNACIO, COLORADO

WHEREAS, on March 19, 2020, the Town of Ignacio passed Resolution 05-2020 in accordance with Colorado Revised Statute Section 24-33.5-79, declaring a local emergency due to the health and economic impacts of the COVID-19 pandemic; and

WHEREAS, in order to adhere to Public Order 20-23 and reduce the spread of COVID-19, and protect elected officials, Town staff and citizens, the Town adopted Ordinance 343 on March 26, 2020, which created a Remote Public Meeting Policy for inclusion in the Town Municipal Code; and

WHEREAS, the novel coronavirus (COVID-19) pandemic has impacted the desire for people to gather in enclosed places; and

WHEREAS, the availability and implementation of various remote meeting services coupled with limited in-person attendance has become more accepted since the issuance of the of emergency COVID-19 vaccines; and

WHEREAS, the current Municipal Code language adopted in Ordinance 343 does not recognize or allow a mix of remote and in-person meeting protocols that are now called hybrid meetings; and

WHEREAS, this the Town Board seeks to modify the Municipal Code to establish language and protocols necessary to conduct hybrid meets. Ordinance is repealing Emergency Ordinance 343 and replacing it with a permanent Hybrid Public Meeting Policy.

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Ignacio, Colorado, that:

1. Ordinance 343 is hereby repealed in its entirety and replaced with this Ordinance.
2. Chapter I, Section 1-3-3 will be created for the establishment of a Hybrid Public Meeting Policy.
3. Exhibit A attached herein details the new policy.

PASSED AND APPROVED BY THE Board of Trustees at the regular meeting on October 11, 2021, by an affirmative vote of the Board of Trustees.

TOWN OF IGNACIO, COLORADO

Stella Cox, Mayor

ATTEST:

Tuggy Dunton, Town Clerk

Exhibit A to Ordinance 346 – Adopting A *Hybrid* Public Meeting Policy

Listed below are the changes to the Town of Ignacio Municipal Code:

1. Chapter I: Administration is amended below with the *amendments to* subsection 1-3-3 (*in Italics*):

1-3 Board of Trustees' Meeting.

1-3-1 Regular Meetings.

The Town Board of Trustees shall have regular meetings at the Town Hall in Ignacio, as called by the Mayor or Mayor Pro-Tem, with time and date to be posted in advance at the Town Hall.

1-3-2 Special Meetings.

Special meetings of the Town Board of Trustees may be called by the Mayor by written request signed by at least three (3) members of the Board of Trustees. A notice of such meeting, signed by the Mayor, fixing the time and place of such meeting shall be given to each Board member at least twenty-four (24) hours prior to the time of such meeting.

1-3-3 *Hybrid* Public Meeting Policy.

(1) Purpose.

The Town Board of Trustees is establishing this policy *for the purpose of providing remote meeting access for those individuals wishing to attend public meetings but not wishing to attend in person.* This policy authorizes and provides a mechanism for remote meeting participation by Town Board of Trustees, Town staff and officers, and the public. The Town will utilize a web-based meeting or conferencing service that provides video and audio connection for all users, with some limitations based on which service is utilized. The *Hybrid* Public Meeting Policy (HPM) will function in accordance with all usual meeting requirements, protocols and decorum consistent with Town policies and procedures, and statutory requirements. *The intent is to have in-person meetings, and Trustees are encouraged to attend as many meetings as possible in person.*

(2) *Hybrid* Public Meeting Policy Procedures.

All Public Meetings of the Town Board of Trustees shall be available via remote access and may be held in person. For all Public Meetings of the Town Board of Trustees, the following provisions shall apply:

- (a) *Hybrid Public Meeting* information, including a meeting agenda with meeting login or call-in information, must be posted in accordance with Town policies and procedures.
- (b) The Mayor, Mayor Pro Tem, Trustees, Town staff, meeting host(s) and other designees (all designated as Panelists) *may* remotely connect using the provided login information and utilizing their Town issued computer or other computer at their disposal. The web-based service will allow for communication between the Panelists. The Mayor or designated meeting chairperson will conduct the meeting in accordance with the meeting agenda using typical meeting protocols and decorum.
- (c) The public meeting Attendees will also be able to remotely connect to the meeting using a personal device such as a computer or cellular phone. Attendees will utilize the login information provided with the Hybrid Public Meeting (HPM) agenda. A remote meeting etiquette paper will be available on the Town website detailing how the meeting will be conducted and what is expected of Attendees. Once Attendees have logged in and the meeting has begun they will be able to see and/or hear the Panelists, dependent upon the device the Attendee is using. The Attendee's remote connection to the meeting will be seen by the Panelists on the live webpage. All Attendees will be muted and unable to be heard by the Panelists. There will be opportunity for Attendees to speak, and the Mayor or meeting chairperson will provide instructions on how and when Attendees will be able to speak. It is incumbent on the Attendee that their device has audio and/or video capabilities, and that all background noise be minimized when they are speaking. The meeting should proceed in typical fashion with usual meeting decorum and only the *optional* remote nature will be different from usual in-person meetings.
- (d) If the web-based meeting or Internet service has technical difficulties during the meeting, one (1) reconnection will be attempted by Panelists and Attendees and, if successful, the meeting will resume from where the meeting left off relative to the meeting agenda. If other technical difficulties are experienced, the Mayor or meeting chairperson can end the meeting and no further Town Board action will be taken.
- (e) The *Hybrid* Public Meeting will be recorded and minutes will be created in accordance with Town policies and procedures.

(3) *Hybrid Meeting Executive Session Procedures.*

In the event an executive session is required, *the Open Meeting will be adjourned* and the required Panelists will utilize a new remote login and will conduct a remote meeting in accordance with required executive session laws and statutes. No Attendees will be allowed access to this remote meeting. Remote executive sessions will only be held if deemed necessary and approved by a majority vote of the elected officials *at* the meeting.