

## **Policies for Hybrid City Council Meetings Revised November 2022**

The policy below covers the conduct of hybrid City Council meetings (both in-person and remote participation). These administrative policies supplement the City Council Rules of Procedure.

### **I. Participation by Mayor or Council Members**

The Mayor and Council members are expected to participate in-person for hybrid City Council meetings. Participation by Zoom is limited to five times per year absent a successful motion to suspend the rules in recognition of special circumstances. Staff requests at least 48-hour notice if a member will be participating via Zoom.

### **II. Participation by Staff**

The City Manager and City Recorder are expected to participate in-person for hybrid City Council meetings. Other staff members may participate remotely if they have reliable internet connections, and a camera and microphone, so that they can be clearly seen and heard if called upon.

### **III. Participation by the Public**

#### *Registering to Speak*

Individuals who wish to speak live during City Council meetings or public hearings may do so in person, via telephone, or via internet (Zoom). Those who wish to speak must register in advance by contacting the City Recorder at 541-535-1566 or email [publictestimony@cityoftalent.org](mailto:publictestimony@cityoftalent.org) before 5pm on the day of the Council meeting to leave a message that includes their name, the agenda item or issue they wish to address, and whether they will be participating in person or remotely by computer or phone.

#### *Taking Comments at Meeting*

At the Mayor's discretion, in-person and remote attendees may be invited to comment on agenda items after registered speakers have made their comments.

#### *Procedure for Acknowledging Speakers*

Registered speakers will be invited to speak before the Mayor takes comments from attendees. The order of registered speakers will be (1) those who are present in-person, (2) those who are present remotely. If the Mayor invites attendees who have not registered to comment, first the Mayor will first acknowledge those who are present in-person and then those who are present virtually.

### **IV. Executive Sessions**

When Council enters executive session, the feed for remote participation in the meeting will be muted, video will be turned off, and members of the public who are present will be asked to leave Council chambers for the duration of the executive session. Upon return to open session, members of the public will be welcomed back into Council chambers, the remote feed will be un-muted, and the video will be turned back on.

**V. Chat, Q+A and other interactive Zoom Features**

Chat, Question and Answer, and other interactive Zoom features will be disabled for hybrid meetings. If a special meeting is held, such as a town hall, where a higher-level of community engagement is anticipated, the Mayor or City Manager may elect to enable Chat, Q+A or other interactive Zoom features. If elected, the transcript from the Q+A and chat must be uploaded as part of the meeting record on the City website. Video of the meeting will also be part of the official record.