

## Chapter 1-18

### ELECTRONIC MEETINGS

#### Sections:

- 1-18-1**            **Definition**
- 1-18-2**            **Restriction On Electronic Meetings**
- 1-18-3**            **Circumstances Under Which Electronic Meeting May Be Held**
- 1-18-4**            **Electronic Meeting Upon Request**
- 1-18-5**            **Electronic Meeting Requirements**
- 1-18-6**            **Notification Requirement**
- 1-18-7**            **Cost Of Electronic Participation**
- 1-18-8**            **Payment For Participation By Electronic Means**

#### **Section 1-18-1 Definition**

An electronic meeting is any meeting of the Council or one of its committees, or of any City commission or board, in which one or more members of the Council, committees, board, or commission participate by telephone or other electronic means.

#### **Section 1-18-2 Restriction On Electronic Meetings**

Participation in a meeting of the Council or of one of its committees, or of one of the City commissions or boards by telephone or other electronic means, shall only be permitted under one of the circumstances set forth in 1-18-3, and provided all of the requirements of 1-18-5 are met.

#### **Section 1-18-3 Circumstances Under Which Electronic Meeting May Be Held**

An electronic meeting may be held, and participation by telephone or other electronic means is hereby authorized under the following circumstances:

(A) At any emergency meeting called by the presiding officer with less than twenty-four (24) hours advance notice provided such emergency meeting is justified by the criteria contained in 21.4(2), 1993 Code of Iowa and as the same may be later amended or redesignated.

(B) At any meeting where the presiding officer determines that electronic participation is necessary 1) to achieve a quorum, or 2) because the matter under consideration requires the affirmative vote of more than the majority of a quorum in order to be approved.

(C) At any meeting upon the request of a member anticipating being absent provided twenty-four (24) hours advanced notice is given to the presiding officer and provided further that one or more matters under consideration at the meeting shall require the affirmative vote of more than the majority of a quorum in order to be approved.

(D) At any other meeting not involving circumstances set forth in subparagraphs (A), (B) and (C) above upon the request of a member anticipating being absent provided twenty-four (24) hours advanced notice is given to the presiding officer, but with the restriction that the member or members participating by

electronic means may not vote on any issue.

#### **Section 1-18-4 Electronic Meeting Upon Request**

Whenever a member requests to participate by telephone or other electronic means pursuant to 1-18-3(C) or (D), the presiding officer shall permit such participation. If a member is unable with reasonable effort to locate the presiding officer for the purpose of providing the notice required by 1-18-3(C) and (D), the member may give such notice instead to the City Administrator, or in the Administrator's absence, to the City Clerk.

#### **Section 1-18-5 Electronic Meeting Requirements**

No electronic meeting may be held unless the following requirements are both met:

(A) The telephone or other electronic means of communication has the capability of permitting 1) the presiding officer, 2) all other members of the Council, committee, board, or commission physically present, 3) and all members of the public physically present at the point of public access, to hear the conversation and comments of the members participating by electronic means and the member or members participating by electronic means can hear the comments and conversation of the presiding officer, physically present members as well as other members participating by electronic means, and members of the public speaking at the public microphone.

(B) The conditions of the electronic meeting meet the requirements of 21.8, 1993 Code of Iowa and as the same may be later amended or redesignated.

#### **Section 1-18-6 Notification Requirement**

If any electronic meeting is called under the provisions of 1-18-3(A) or 1-18-3(B), the presiding officer shall make a good faith effort to contact all absent members so as to provide every absent member with the opportunity to participate by electronic means.

#### **Section 1-18-7 Cost Of Electronic Participation**

All costs incurred in effecting electronic meetings shall be paid by the City.

#### **Section 1-18-8 Payment For Participation By Electronic Means**

To the extent that any member of the Council, its committees, or of any board or commissions, is paid for attending meetings, that member, if participating by telephone or other electronic means, shall be entitled to payment if the electronic meeting was held pursuant to 1-18-3(A) or 1-18-3(B). If a member participates by telephone or other electronic means pursuant to 1-18-3(C) or 1-18-3(D), that member shall not be entitled to payment for attendance at the meeting.

