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**City of Bexley**

**Tree and Public Gardens Commission**

**Virtual Meeting Policy**

## **Policy**

## Generally, members of the **Tree and Public Gardens Commission** will attend meetings in-person. However, recognizing that certain unexpected issues may arise and/or an emergency meeting may be scheduled making in-person attendance difficult, members of the **Tree and Public Gardens Commission** may hold, conduct, and attend meetings “virtually” consistent with this Policy. More specifically, members may hold, conduct, and/or attend meetings by means of video conference, or any other similar electronic technology, provided the virtual meeting complies with this Policy, including any “Notice” and “Public Access” provision included in this Policy.

**Notice**

Prior to holding any meeting and/or hearing virtually, the **Tree and Public Gardens Commission** shall provide notice of the meeting to the public, media, and any party requesting notification at least seventy-two (72) hours in advance of the meeting, unless it is a lawfully scheduled special meeting or emergency meeting. For purposes of this policy, a meeting or hearing is considered to be held virtually if one member of the Commission intends to participate by remote means. The date, time, location, agenda, and the manner by which the meeting will be conducted shall be included in the notice.

In the event of a special meeting, the **Tree and Public Gardens Commission** shall provide notice of the date, time, location, agenda, and the manner by which the meeting will be conducted at least twenty-four (24) hours before the meeting. Such meeting shall be designated as a “special meeting” in the public notice. The notice of emergency meetings shall be provided in accordance with applicable law and shall include the manner by which the meeting will be conducted. Such meeting shall be designated an “emergency meeting” in the public notice.

Notice of any meeting is to be provided by reasonable methods that would permit any party to reasonably determine the time, location, agenda, and manner of the meeting and/or hearing.

## **Public Access**

The **Tree and Public Gardens Commission** shall provide public access to any virtual meeting in the same manner as the public would otherwise be entitled if the meeting was to occur in-person. Such access must be provided in the same manner in which the meeting is being conducted.

## If the meeting and/or hearing is to occur virtually, the **Tree and Public Gardens Commission** shall maintain a sufficient connection to allow members to be seen and heard clearly at all times.

When meetings are conducted virtually, the **Tree and Public Gardens Commission** will ensure that there is an established method to permit public comment, when applicable. Any method established by the **Tree and Public Gardens Commission** shall use electronic equipment and means that are widely available to the general public.

When hearings are conducted virtually, the Commission will ensure that there is an established method to converse virtually with witnesses, receive documentary testimony and physical evidence, and to permit public comment, when applicable.

**Member Attendance**

## If attending a meeting virtually, members of the **Tree and Public Gardens Commission** shall be considered present, and in-person, so long as notice of the meeting was provided consistent with this Policy. If a member of the **Tree and Public Gardens Commission** plans to participate in a meeting virtually, they must notify the chair of the **Tree and Public Gardens Commission** at least 48-hours in advance of a regularly scheduled meeting. Such advance notice is not required for a special meeting or emergency meeting. In the event of a special meeting or emergency meeting, any member electing to participate virtually shall notify the chairperson of the **Tree and Public Gardens Commission** of their intent as soon as practicable.

## Members attending virtually shall be permitted to vote, and be counted as present, for purposes of determining whether a quorum exists.

## **Voting**

## Roll call is to be taken during any vote conducted virtually, or for any vote occurring with some members participating virtually, unless there is an unobjected motion for unanimous consent. Any resolution, rule, or other formal action taken during a virtual meeting will be the same as if it occurred during an open, in-person meeting.

**Adopted:**

Motion for Adoption: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vote: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Susan Quintenz, Chair

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Date

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