
Boards & Commissions Hybrid Meeting Pilot Program

Hybrid Meeting Pilot Program rules

- Presiding officer & second officer must be physically present at City Hall (Chair, Vice Chair, &/Secretary)
- A quorum (6 members) must be physically present
- Public testimony must be in person
- Staff liaisons (Kaela & Liz) will be physically present

Technical requirements for remote participation

- Must be clearly visible & have two-way communication throughout the entire meeting
- If audio or video communication is lost for any portion of the meeting, the remote participant is considered absent during that time.

COVID-19 Safety Protocols

- Only 7 commission members physically present
- Empty dais seats between each member when possible
- Staff and visitors are required to wear masks while on City property
- Disposable masks will be provided to anyone who is not wearing proper face coverings
- Public attendees will be socially distanced
- To limit the number of people physically present, staff presenters will attend remotely
- Hand sanitizer stations throughout Council Chamber
- Lysol wipes for members

Preparing for Hybrid Meetings

- **Communication is key**. Please let liaison know as soon as possible if you cannot attend a meeting, need to recuse, etc.
- Fill out survey
- Seven members in person
- Up to four members may participate remotely
 - Number will change depending on absences, recusals, etc.