

Legal Counsel will attend all Board meetings unless excused, and will, upon request, give an opinion, either written or oral, on legal questions. The Legal Counsel shall decide all questions of interpretations of these rules and any other parliamentary questions that may arise at a Board meeting.

Other staff and consultants will attend Board meetings upon request of the Executive Director/CEO to provide information and respond to questions.

Telephonic/Electronic Meetings. From time to time, a Board Member will not be able to be physically present at a Board meeting. The procedure and guidelines for permitting a Board Member to attend a Board meeting via alternative electronic means (including, but not limited to speakerphone, video call, or video chat) are as follows:

- A. Attendance via alternative electronic means should be the rare exception, not the rule, and is limited to two (2) times per year per Board Member. Examples of situations where attendance by alternative means would be appropriate include, but are not limited to:
 - a) An agenda item is time sensitive, and attendance by alternative electronic means is needed for a quorum;
 - b) The Alternate for the Board Member is unable to attend.
 - c) The Board Member is either a Clark County Commissioner or Non-Voting Labor Representative, who usually do not have designated alternates.
- B. Attendance - Procedure
 1. The Board Member attending via alternative electronic means:
 - a) Must attend the entire meeting;
 - b) Must be able to hear all discussions taking place;
 - c) Must be heard by all Board Members and the public when speaking;
 - d) Should have all meeting materials, including visual aids (i.e. PowerPoint presentations), must be made available to the caller prior to the start of the meeting; and
 2. The Chair (or presiding officer, if the Chair is not physically present) should state for the record:
 - a) Let the record reflect that Board Member _____ is attending via speakerphone.
 - b) Board Member _____, can you hear me? [There must then be a clearly audible response in the affirmative.]
 - c) Let the record reflect that Board Member _____, who is attending via speakerphone, can be heard by all present in meeting room.

C. Notification

3. If a Board Member wishes to attend a Board meeting via alternative electronic means, the Board Member should notify the Board of his or her intent at the Board meeting prior to the meeting for which they wish to attend via alternative electronic means. This notification should be made during Board Communications.
4. If notification at the prior meeting is not possible, the Board Member should notify the Chair, Executive Director/CEO, and Clerk of the Board of his or her wish to attend a Council meeting via alternative electronic means not later than the business day prior to the Board meeting for which he or she wishes to attend via alternative electronic means. With less notice, it may not be possible to make the necessary arrangements.

Robert's Rules of Order. Meeting conduct, decorum, and procedures not provided for in these rules shall be governed by Robert's Rules of Order, newly revised.

Electronic Communications. Board Members shall not send or receive electronic communications concerning any matter pending before Board during a Board Meeting.

Board Members shall not use electronic communication devices to review or access information regarding matters not in consideration before Board during a Board Meeting.

To ensure focus on the discussions during meetings, Board Members should only use the internet during meetings to access Board agenda packet information, board resource documents, including but not limited to Board Policies, C-TRAN Bylaws, Robert's Rules of Order, or other research relevant to the discussion.

In deference to the Board meeting at hand, Board Members should make every effort to refrain from sending or receiving electronic communication of a personal nature during Board Meetings, though it may sometimes be necessary to send or receive very urgent/emergency family or business communications during meetings.

SECTION 3 AGENDA

Agenda Content. Board business meeting agendas will generally contain the following categories:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CHANGES TO AND APPROVAL OF THE AGENDA

1.4 Electronic Attendance: Occasionally, a Councilmember will not be able to be physically present at a meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Councilmember to attend a meeting via speakerphone, video or the latest technology is contained here.

1.4.1 Procedure:

- 1.4.1.1** At least 24 hours prior to the starting of a meeting, the Councilmember must advise the City Clerk of the desire to attend via an electronic source to allow for preparation of the technology necessary to have them attend electronically.
- 1.4.1.2** The Councilmember attending electronically must be able to hear all speakers in the meeting room, and all persons in the meeting room must be able to hear the Councilmember. The audio components should be audible to all persons in the meeting room.
- 1.4.1.3** When the particular agenda item is ready to be discussed, the Presiding Officer should state and ask for the record:
- a. "Councilmember _____ is attending via (STATE THE TECHNOLOGY) for Agenda Item No. _____, relating to _____."
 - b. "Councilmember _____, can you (see and) hear me?" (There must then be a clearly audible response in the affirmative)
 - c. "Can the Council and City Clerk (see and) hear Councilmember _____?"
 - d. Upon Conclusion of the particular agenda item, the Presiding _____ Officer _____ should state: "Councilmember _____, discussion of Agenda Item No. _____ has concluded."

Each agenda item being attended electronically shall be introduced and acknowledged in the same manner as set forth above.

After all agenda items being attended electronically have been concluded, the Presiding Officer should state for the record:

- a. "Councilmember _____, thank you for your attendance via (STATE TECHNOLOGY USED). The remote connection will now be terminated."
- b. "Let the record reflect Councilmember _____'s attendance via (STATE TECHNOLOGY USED) has been terminated."

It is recognized that the hands of decision makers should not be tied unnecessarily. Unexpected circumstances may arise wherein observance of the "Three-Touch Rule" is impractical. However, when unusual circumstances arise which justify a "first discussion" decision, the persons requesting the expedited decision should also explain the timing need. The "Three-Touch Rule" excludes staff reports and other general communications not requiring a future Council decision.

4.2 City Staff – Attendance at Meetings

Attendance at meetings by City staff shall be at the discretion of the Mayor. It is the intent of the Council that the Mayor schedule adequate administrative support for the business at hand, while protecting the productive capability of department heads. When sound system or other monitoring capabilities exist, the City Administrator may allow personnel to utilize time in their offices or other areas while waiting for the item of business for which appearance before the Council is required.

4.3 Administrative Presentations and Briefings

In order to enhance public understanding of complex issues being presented, City Administration is encouraged to include the use of visual communication tools whenever possible.

4.4 Special Council Meetings

Special meetings shall be called as provided in the Open Public Meetings Act and as otherwise required by RCW. Special meetings will be strictly limited to time-sensitive matters that cannot be accommodated within regular business meetings or work/study sessions. The notice of a special meeting shall identify the agenda item(s). The notice of meeting shall suffice as the meeting's agenda.

4.5 Public Notice

Notice of all meetings and hearings shall be provided as required by the Open Public Meetings Act and as otherwise required by the RCW and Lake Forest Park Municipal Code (LFPMC). Notice of regular, special and study session meetings, along with draft agendas, shall be posted on City bulletin boards designated for public notice, any public library located in the City, Third Place Commons and the City website.

4.6 Use of Recycled Products

Material provided to the Council shall meet the City requirements for recycled content. The Council will be provided a container for recycling waste in the Council Chambers.

4.7 Remote Participation

A Councilmember may participate and vote telephonically or via other electronic means in all or part of a regular or special council meeting if the following conditions are met:

- A. The majority of the Council membership consents and such consent shall not be unreasonably withheld; and
- B. All persons participating in the meeting are able to hear each other at the same time, such as by the use of a speaker phone, computer speaker or other amplification; and
- C. Any technical prohibitions or difficulties that prevent all parties present at the Council meeting from adequately hearing and speaking to each other shall be addressed immediately; and

- D. The Councilmember participating telephonically or via other electronic means bears any costs of such participation but may use the communications equipment owned by the city at City Hall without charge.

4.8 Council Meetings Open to the Public

Council differentiates among five types of public meetings: (1) committee meetings; (2) work/study sessions (and single-issue workshops); (3) business meetings; (4) goal-setting retreats; and (5) public meetings, forums and town halls. All meetings of the Council and of any Committees thereof shall be open to the public, except as provided for in [RCW 42.30.110](#) or [RCW 42.30.140](#).

4.9 Council Committees

Council Committees are a part of the governance structure that extends the reach of the Council and makes it effective between meetings. Council Committees are established to inform and educate the Council on existing City programs and issues, to provide an opportunity to explore the implications of policy alternatives as part of the policy development process, and to serve in an advisory capacity to the Council in reviewing policy matters referred to them by the Council, and such other matters as the Council, by simple majority vote, may direct. The Committees shall have no power or authority to commit the City or to take any binding action on their part without the express authorization of the Council. The Committees shall be concerned primarily with policy matters and matters vested in the legislative body of the City and shall not become involved in the administration of the City government.

- A. All Council Committee meetings shall be open to the public and posted at City Hall per the Open Public Meetings Act. Participation by Councilmembers not named to the Committee, the Mayor, other public officials and the public shall be at the discretion of the Chair of the Committee.
- B. It is the responsibility of the Chair of the Committee to notify the City Clerk of the date, time and place of any Council Committee meeting, and to provide a committee agenda at least seven calendar days prior to committee meeting. The City Clerk will arrange for notice to be conveyed to the public, the Mayor and all Councilmembers.
- C. The Mayor will work with the Chair of each committee to assign staff to support Committee deliberations. The Chair of each Committee will report on their deliberations and recommendations to the Council after each Committee meeting.
- D. Council may change membership of Committees by majority consent.
- E. The following Council Committees and Committee responsibilities are hereby established:
 - 1. **Council Committee of the Whole:** All seven Councilmembers serve on the Committee of the Whole. The Council Chair shall chair the Committee. The Committee considers policy issues of concern to the entire Council, with the exception of issues of specific concern to other Council Committees that are charged with specific responsibilities, such as the Budget and Finance Committee.

The Committee of the Whole may send legislation and policy issues for final action by the Council during a Council business meeting.

The Committee is responsible for the Council's annual work program, rules procedures and organization for council operations and city governance, the City's

2.06.065 Meetings – Attendance from remote location.

A. Purpose. The council, recognizing the benefits of fullest practicable attendance and participation by its members, by the mayor, by city staff, by the city attorney and by others, allows for attendance from remote location(s) through use of electronic means including but not limited to such two-way communication methods as speakerphone, Skype, or other media that provide full audio or audio and visual capability. In certain circumstances including emergencies it may be necessary for one or more members of the council to attend from remote location(s) in order to have a quorum.

1. For purposes of voting by a member (or members) of the council, such attendance from remote location(s) shall be considered the equal of being physically present in the council chamber. If the mayor attends by remote means, he/she may participate in discussions, but the mayor pro tempore if physically present in the chamber shall be the presiding officer to best facilitate an orderly and efficient process.
2. In the case of executive sessions, the council may permit participation from remote location(s) by the above alternative means only when the council on a case-by-case basis considers such participation to be necessary and the council is confident in the security of such remote communications.
3. Attendance from remote location(s) is intended to be an alternative and relatively infrequently used method for participation by members of the council.

B. Protocol and Procedures. In all meetings involving remote attendance, the presiding officer shall inform all present in the council chamber of the intent to initiate a remote communication.

1. The presiding officer shall confirm and announce to all that all present in the chamber and in the remote location(s) can clearly hear all other parties and (as appropriate) clearly see visual content as will be presented. The clerk shall record such confirmation.
2. With such confirmation, members of the council – whether they are in the chamber or at remote location(s) – constituting a majority may approve the use of remote communication for the entirety of the meeting or for a specified portion thereof.

3. If the council by a majority approves use of remote communication for only a specified portion of any meeting, the presiding officer shall announce same and, at the end of the specified section, shall clearly announce to all the close of the remote communication and shall order that the connection be stopped. The attendance of the remote party shall be at an end. The clerk shall record the beginning and ending times of each such remote communication.

4. In the event that the remote communication link is broken or significantly degraded such that it no longer meets the full requirements of this section, the presiding officer shall confirm the loss of service and announce the close of the remote attendance. The attendance of the remote party shall be at an end. The clerk shall record the time of such closure.

C. Requirements of the System(s). Any such communications systems utilized shall reliably permit all persons attending – whether they are physically in the council chamber or in remote location(s) – to be clearly heard by all others and to clearly hear all audio content of the meeting; and where applicable by the council’s determination, be clearly seen by all others and clearly see all visual content that is determined by the council to be crucial to the understanding of matters discussed. Systems used in the course of executive sessions shall be reasonably secure from unauthorized access.

D. Maintenance of Public Record. Audio and video recordings of proceedings under this section shall be maintained for the public record as required by law.

E. System Initiation, Training and Maintenance. In a reasonable time, the council shall make available appropriate funds and the mayor shall arrange for the acquisition and installation of all appropriate equipment, communication systems and software as shall be necessary to fulfill this section. The mayor shall also ensure the maintenance of such systems. The mayor shall also provide appropriate training to the council and to all staff who may participate in such meetings in accordance with this section. Systems, equipment and training for the purpose of this section shall from time to time be upgraded at the suggestion of the mayor and at direction of the council as technologies advance and city budgets allow. (Ord. 971A § 1, 2012)