CITY OF STOUGHTON

RULES GOVERNING ELECTRONIC MEETINGS AND VIRTUAL ADDENDANCE AT MEETINGS

[DRAFT FOR DISCUSSION]

Virtual meeting attendance shall be subject to the following rules adopted by the common council.

1. *Definitions*.

    a. "Member(s)" means an alderperson, the mayor, or a member of any city committee, board or commission.
    b. "Public" means any member of the public.
    c. "Clerk" means the city clerk or the city clerk's designee.

2. *Virtual Attendance Allowed*. Members and the Public may attend meetings of the common council or of any city committee, board or commission in person or by virtual means.

3. *Internet Meeting Service*. Virtual attendance shall be through use of an Internet meeting service designated by the common council. The Internet meeting service must support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing relevant documents or exhibits distributed among attendees.

4. *Login Procedure*.

    a. Login Information: The Clerk shall include, in the public notice of every meeting, the time and location of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The notice shall also include a copy of, or a link to, these rules.

    b. Login Time: The Clerk shall schedule Internet meeting service availability to begin at least fifteen (15) minutes before the start of each meeting. The Clerk shall admit all users into the virtual meeting as efficiently as possible commencing fifteen (15) minutes prior to the start of each meeting.

c. Signing in and out: Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment. All attendees shall sign in using their full legal names.

5. *Quorum Calls*. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. A member attending virtually shall be deemed as present for a quorum if the member has signed into the Internet meeting service using a full identifiable legal name and has both audio and video connection to the meeting. Thereafter, the continued presence of a quorum shall be determined by the in person and online list of participating members unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.

6. *Technical Requirements and Malfunctions*. Each member is responsible for the member's audio, video, and Internet connections; no action shall be invalidated on the ground that the loss of, or poor quality of, a member's individual connection prevent participation in the meeting.

7. *Forced Disconnections*. The presiding officer may cause or direct the disconnection or muting of a member's connection, or of a Public connection, if it is causing undue interference with the meeting. The presiding officer's decision to do so, which shall be subject to an appeal to the body that can be made by any member, shall be announced during the meeting and recorded in the minutes.

8. *Assignment of the Floor*. To seek recognition by the presiding officer, a member attending virtually shall select the "raise hand" function (or equivalent option based on the Internet meeting service used). Upon assigning the floor to a member, the presiding office shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the presiding officer shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.

9. *Interrupting a Member*. A member attending virtually who intends to make a motion, or request that under the rules he or she may interrupt a speaker, shall use the "raise hand" function (or equivalent option based on the Internet meeting service used) for so indicating, and shall thereafter wait a reasonable time for the presiding officer's instructions before attempting to interrupt the speaker by voice.

10. *Motions Submitted in Writing*. A member intending to make a make a motion, to offer an amendment, or to propose instruction to a committee, shall, before or after

being recognized, post the motion in writing to the chat function, file sharing function, or upload the document to the file hosting service, and notify the presiding officer.

11. *Voting*: All votes shall be taken by roll call. When a vote is taken by roll call, only the number of votes on each side and the number of members present but not voting shall be recorded in the minutes, unless a member calls for a fully recorded aye or nay voting roll call.

12. *Arrival and Departure Announcements*. Members shall announce themselves at the first opportunity after joining or before departing the meeting but may not interrupt a speaker to do so.

13. *Loss of Meeting Room Connection*: Any business transacted while the meeting-room computer is disconnected from the Internet meeting service is null and voice, except that the members physically present in the meeting at such a time may adjourn the meeting.

14. *Participation by the Public*: The Public may attend meetings virtually, and may attend by either video and audio or just audio means. Members of the Public attending a meeting by telephonic means by dialing into the Internet meetings service must identify themselves to the Clerk by a full legal name, such that they may be identified on the list of virtual attendees.