

<b>Policy Number</b>  <b>P-2018-08-01</b>	<b>Title</b> Remote Participation Policy for Meetings of Marvin Village Council	<b>Subject</b> Council
<b>Adopted</b> <b>August 09, 2018</b>	<b>Adopted by</b> Village Council	<b>Number of Pages</b> <b>1</b>

1. Remote participation may only be used in limited circumstances. A member of Village Council desiring to participate in a meeting remotely should give as much notice as possible to members of council and the Village Clerk, but in no event shall notice be given less than 8 hours prior to the meeting. A reason must be given for being physically unable to attend the meeting and the reasons are limited to:
  - a. Out of Town – at least one hour away
  - b. *Personal illness or disability*
  - c. *Emergency situations*
2. Remote participation may only be allowed during open meetings when a quorum of the Board is physically present at the meeting and the Council member participating remotely is not necessary to establish a quorum.
3. Remote participation shall not be allowed for the following situations:
  - a. Quasi-judicial hearings;
  - b. Closed Sessions
  - c. Any other official meeting in which the subject matter to be discussed is subject to privilege or is considered confidential, such as attorney/client communications or personnel matters.
4. Once the meeting is opened, the Mayor or Mayor Pro Tem if the Mayor is absent, shall announce that a Council Member is participating remotely. The Council Member will then identify him/herself and inform Council of his/her location. If the Mayor is participating remotely, then the Mayor Pro Tem shall preside over the meeting.
5. The Council Member participating remotely must ensure that he/she can be fully heard by the other members of Council and other individuals in attendance at the meeting and the Clerk. If the technology is not working or if the audio is not audible, the Council may vote to disallow participation, or will automatically excuse the remote member from participating electronically.