

Remote Participation Flow Chart

STEP 1: Commissioner requests remote participation.

- **When:** ASAP {at earliest opportunity} up to start of a regular meeting
- **What:** Generally describe reason for request. Request does **NOT** need to disclose medical or personal information. Acceptable remote participation circumstances (i.e. "just cause") have been defined as follows:
 - **Just Cause –**
 1. childcare or caregiving needs of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner,
 2. a contagious illness,
 3. a need related to a physical or medical condition,
 4. travel while on official business of the legislative body or another state or local agency,
 5. an immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner requires the member to participate remotely,
 6. a physical or family medical emergency, or
 7. military service obligations.

STEP 2: Is the request agendaized?

- **If yes,** then the Commission can consider at appropriate time on agenda. Go to **Step 3** below.
- **If no,** then the Commission must add **urgency item** to agenda as follows:
 - Describe that there is a request by a Commissioner to participate remotely.
 - Describe the reason for the request (Just Cause).
 - Explain that this item came up after the 72-hour agenda deadline.
 - The Commission takes action by: (a) finding the item is urgent and needs immediate action and was discovered after the agenda deadline, and (b) voting.
 - ♦ Must pass by 2/3 vote of the Commission if 4+ Commissioners are voting from 5-member Commission.
 - ♦ Must pass unanimously if 3 Commissioners are voting from a 5-member Council.

STEP 3: The Commissioners acts on remote participation request.

- **Findings:** The Commission must make the following four findings:
 - The remotely participating official must disclose whether anyone over 18 years old is present at the remote location.
 - At least 3 (a quorum) of the other Commissioners are present at one physical location in the Agency's jurisdiction.
 - The remotely participating Commissioner has not exceeded the annual limit of two meetings per year.
 - The Commission is providing a 2-way audiovisual platform or 2-way telephone service + live webcasting so public can remotely hear and visually observe the meeting.
- **Vote:** If these findings can be made, then the Commission votes on whether the official may participate remotely.
 - As with all other votes, a majority (or at least 3) affirmative votes are required.

STEP 4: Repeat Steps 1-3 for additional Commissioners who wish to participate remotely, if necessary.

STEP 5: Resume the meeting as agendaized with Commissioner(s) participating remotely.

- All votes at a meeting with a remote Commissioner must be taken by **roll call**.
- No action can be taken if the remote broadcast of the meeting is disrupted.