



City Council Policy #28: Remote Participation for City Council Meetings  
Effective Date: 12-15-2014  
Approved By: City Council

---

I. PURPOSE

To establish a policy allowing for and regulating remote attendance for City Council members who are not physically present at City Council meetings so they may participate in the decision process for matters of high importance to the City. Council members are strongly encouraged to physically attend meetings whenever possible.

II. RESPONSIBILITY

The City Administrator is responsible for administering the policy and making information related to remote participation available.

III. DEFINITIONS

“Remote Participation” is defined as the participation of a council member who is not physically present.

IV. POLICY

- A. To be eligible to participate in a city council meeting remotely, a council member should give 24 hours’ notice to the City Administrator or his or her designee.
- B. Remote participation is intended for council members who cannot physically attend meetings for reasons of physical illness, injury or disability, personal emergencies, military service, or geographic distance.
- C. The remote participation policy is subject to the following restrictions:
  1. Remote participation will only be used for City Council meetings. Remote participation will not be used for executive sessions, training, council retreats, workshops, field demonstrations, committee meetings, or committee of the whole meetings.
  2. A quorum, not including any remote participant(s), must be physically present for remote participation to occur. The Mayor or chair of the meeting is not allowed to participate remotely.
  3. Remote participation will not be used for any meeting that takes place outside of the Council Chamber at Prairie Village City Hall.
  4. All council members will be subject to a limit of two City Council meetings per year in which remote participation is accepted for attendance. Any meeting in which a council member utilizes the remote participation policy, whether attended in whole or in part via remote participation, will count toward the two-meeting-per-year limit specified above.
- D. A council member utilizing remote participation must be capable of fully participating in the meeting, must be able to adequately communicate with all other members of the Governing Body, city staff, or other parties present at the meeting, and should make all reasonable effort to be fully aware of all

discussions, votes, activities, presentations, and any other conveyances of information occurring at said meeting.

- E. In the event that full participation requires the use of documents, briefs, visual presentation of information, or any information conveyed via physical media, city staff will make reasonable efforts to assist in providing council members utilizing remote participation with the information, via physical or electronic means.

V. PROCEDURES

- A. Upon request for remote attendance by a council member, and if qualifications for remote participation are met, the City Administrator will direct city staff to make accommodations for the possibility of remote attendance.
- B. Remote participants are permitted to use any method that allows them to be heard by those physically present at the meeting, and to hear all activities and discussion of the meeting clearly. Visual methods are permitted but not required.
- C. The names of any remote participant(s) will be stated during roll call and remote participation will be explicitly noted for the record. The entrance, exit, or re-entrance of the meeting by any remote participants will also be noted in the meeting minutes.
- D. The remote participant will verify at the beginning of the meeting his or her identity and confirm that he or she is able to fully participate and is not unduly influenced by others, and that his or her participation will be full and absent distraction.
- E. Should the remote participant experience technical difficulties, discussion will be suspended until the remote participant is again able to be fully present. Should technical difficulties occur, the mayor will retain authority to discontinue any remote participation and continue the meeting.
- F. In general, delays collectively lasting longer than fifteen minutes will result in discontinuation of remote participation and termination of any remote connection, at the Mayor's discretion.