

# **Rules of Procedure**

## **Pertaining to Remote Participation in PRCS/Tree Board Meetings**

**Remote Attendance.** The Board recognizes the benefits of full attendance of its members at meetings and prefers Board members to attend meetings in-person. However, should a Board member have a need or preference to attend remotely, this is allowed subject to the following:

**A. Remote Attendance Requirements:**

1. Remote attendance by a Board member shall be through the City's approved online video conferencing application.
2. A Board member's camera should be turned on when participating in the meeting.
3. A Board member attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.
4. A Board member attending remotely must be able to hear public comment or testimony and staff's presentation in real time.
5. If a Board member attending remotely cannot maintain a stable connection, the remote Board member shall request an excused absence and immediately disconnect from the meeting. If due to connectivity issues, the remote Board member is not able to request an excused absence, the Board Chair shall note the excused absence and staff will make an appropriate notation in the minutes.

**Public Comment.**

- A. Members of the public may address the Board in-person or remotely through the telephone or online during the "Public Comment" portion of the meeting. Individuals may speak to agenda items or any other topic for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. Individuals wishing to speak at the meeting will be required to sign up prior to the start of the Public Comment period. Individuals participating remotely wishing to speak must sign up thirty (30) minutes prior to the start of the meeting and will be called on after in-person speakers, generally in the order in which they have signed up. If time is available, the Board Chair may call for additional in-person and remote unsigned speakers.
- B. Speakers will not be permitted to present testimony via electronic methods (e.g. PowerPoint or screen sharing). Speakers attending in-person may provide hard copies of materials to all Board members and dedicated Board staff if they wish.