

Town of Clayton

Policy for Telephone Meeting Procedure

WHEREAS, the Town of Clayton (the “Town”) follows the current edition of *Robert’s Rules of Order Newly Revised* (hereafter “RONR”) as procedures for conducting meetings of the Town Board of Supervisors and all its committees and sub-units;

WHEREAS, RONR in Rule 9 states its rules provide only for in-person meetings unless a policy or bylaw authorizing electronic, or remote, meetings is adopted by an organization provides for electronic meetings;

WHEREAS, the COVID-19 pandemic has necessitated meeting remotely to conduct Town business, and other circumstances may necessitate that the Board meet remotely by telephone;

WHEREAS, the Town wishes to adopt rules to permit remote meetings by telephone, and provide procedures for effective, fair and open meetings;

THEREFORE, IT IS HEREBY RESOLVED by the Town of Clayton Town Board that the following Rules for Telephone Remote Meetings are hereby adopted:

1. **Remote meeting by telephone authorized.** The Board or any of its sub-units may meet remotely by telephonic or other audio means when cause for doing so exists, such as, but not limited to, natural disasters, severe or harsh weather events, risks of infectious disease(s), war, riot or as a means to obtain a quorum. The Presiding Officer of the body may determine when a remote meeting shall be utilized, or a majority of the Board may so determine at a legally convened and noticed meeting of the Board.
2. **Definitions:**
 - a. “Presiding Officer” includes the Chair, Committee Chair, Commission Chair, or any person authorized to preside over a meeting of the Town governmental body.
 - b. “Member” is a supervisor, or member of any sub-unit of the Board, including Committees and Commissions.
 - c. “Clerk” includes the Clerk, the Clerk’s designee or any persons acting as a Clerk for a meeting.
 - d. “Board” is the Town Board and any sub-units of the Board or Town Commission.
3. **Login information.** The Clerk shall send by e-mail to every Member of the Board, and by Open Meetings Law notice [Wis. Stat. § 19.84] to the public, at least 24 hours prior to the time of the meeting, the phone number(s) and unique access code(s) that Members and the public need to connect to the telephone conference call. The Clerk may also include a copy of, or a link to, these rules. The Board may provide for a

13. **Public attendance and participation.**

- a. Public Comment at remote meetings may be precluded or conducted by means as the Board may from time to time determine.
- b. When possible, the meeting will be recorded, and the recording promptly made publicly available on social media or a website.
- c. This policy should not be used where Wisconsin Statutes or Law require a hearing unless the Board can determine a means for public access to documents, exhibits, maps and/or testimony or statements substantially similar to an in-person hearing, or as may otherwise be permitted by law.

This Policy shall be effective upon passage.

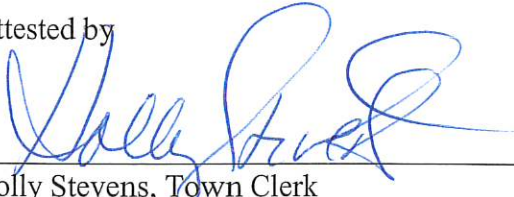
Passed on the 37th day of FEBRUARY, 2021.

By the Town Board of the Town of Clayton



Russell Geise, Town Board Chair

Attested by



Holly Stevens, Town Clerk