

**City of Sequim, Washington**  
**Resolution No. R2013-003**

**A Resolution Establishing Rules for  
Remote Attendance at City Council Meetings**

**WHEREAS**, from time to time or under certain defined conditions it is not possible for a Council member or City staff person to attend a City Council meeting; and

**WHEREAS**, the City of Sequim would benefit by a Council member or City staff person's participation in a Council meeting by means of remote communication in limited instances where the Council member or staff person is unable to attend the meeting; and

**WHEREAS**, the City Council desires to establish a procedure for Council members and City staff to attend meetings remotely via speakerphone, Skype or other electronic or digital data communication device;

**NOW, THEREFORE**, the City Council of the City of Sequim hereby adopts the following rule:

**Rule Regarding Remote Attendance at City Council Meetings**

A. **Purpose:** The City Council, recognizing the benefits of fullest practicable attendance and participation by its members and by the City Manager, City Attorney and other City staff, provides for, but does not mandate, allowance of attendance from remote locations through use of electronic means including but not limited to such two-way communication methods as speakerphone, Skype, or other media that provide full audio or audiovisual capability. In certain circumstances, including emergencies, it may be necessary for one or more members of the Council or staff to attend from a remote location in order to have a quorum or conduct the City's business.

1. For purposes of voting by a member or members of the Council, such attendance from remote locations shall be considered equal to being physically present in the Council Chamber if approved of by a majority of the Council (whether present in the chamber or remotely present). If the Mayor attends by remote means, he/she may participate in discussions, but the Mayor Pro Tem, if physically present in the chamber, shall be the presiding officer to best facilitate an orderly and efficient process.

2. In the case of Executive Sessions, the Council may permit participation from remote locations by the above alternative means only when the Council on a case-by-case basis considers such participation to be necessary and the Council is confident in the security of such remote communications.

3. Attendance from remote locations is intended to be an infrequently-used alternate method for participation by members of the Council and staff.

**B. Protocol and Procedures:**

1. In all meetings involving remote attendance, the Presiding Officer, whether that be the Mayor, Mayor Pro Tem or other majority voted alternate presiding officer, shall inform all present in the Council chamber of the intent to initiate a remote communication.

2. The Presiding Officer shall confirm and announce to all that all present in the Chamber and in the remote location(s) can clearly hear all other parties and (as appropriate) clearly see visual content as will be presented. The Clerk shall record such confirmation.

3. With such confirmation, members of the Council --- whether they are in the chamber or at remote location(s) --- constituting a majority may approve the use of remote communication for the entirety of the meeting or for a specified portion thereof.

4. If the Council by a majority approves use of remote communication for only a specified portion of any meeting, the Presiding Officer shall announce same and, at the end of the specified portion, shall clearly announce to all the close of the remote communication and shall order that the connection be stopped. The attendance of the remote party shall be at an end. The Clerk shall record the beginning and ending times of each such remote communication.

5. In the event that the remote communication link is broken or significantly degraded such that it no longer meets the full requirements of this section, the Presiding Officer shall confirm the loss of service and announce the close of the remote attendance. The attendance of the remote party shall be at an end. The Clerk shall record the time of such closure.

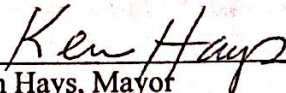
**C. Requirements of the System(s):** Any communications systems utilized shall reliably permit all persons attending --- whether they are physically in the Council chamber or in remote location(s) --- to be clearly heard by all others and to clearly hear all audio content of the meeting. Where applicable by the Council's determination, such communications system shall reliably permit all attendees, whether in the chamber or in a remote location, to be clearly seen by all others and to clearly see all visual content that is determined by the Council to be crucial to the understanding of matters discussed. Systems used in the course of Executive Sessions shall be reasonably secure from unauthorized access.

**D. Maintenance of Public Record:** Audio and video recordings of proceedings under this section shall be maintained for the public record as required by law.

**E. System Initiation, Training and Maintenance:** In a reasonable time, the Council shall make available appropriate funds and the City Manager or his/her designee shall arrange for the acquisition and installation of all appropriate equipment, communication systems and software as shall be necessary to fulfill this section. The City Manager shall also ensure the maintenance of such systems. The City Manager shall also provide appropriate training to the Council and to all

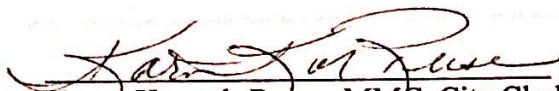
staff who may participate in such meetings in accordance with this section. Systems, equipment and training for the purpose of this section shall from time to time be upgraded at the suggestion of the City Manager and at direction of the Council as technologies advance and City budgets allow.

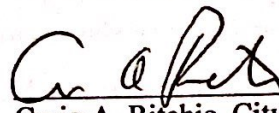
Adopted by the City Council this 11th day of Feb., 2013.

  
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Ken Hays, Mayor

ATTEST:

APPROVED AS TO FORM:

  
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Karen Kuznek-Reese, MMC, City Clerk

  
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Craig A. Ritchie, City Attorney