

ORDINANCE NO. 1397

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KALAMA ADOPTING RULES OF PROCEDURE FOR THE ALLOWANCE OF ATTENDANCE AT CITY COUNCIL OR PLANNING COMMISSION MEETINGS TO BE COMPLETED VIA SPEAKER PHONE OR VIDEO COMPUTER TECHNOLOGY

WHEREAS, the City of Kalama recognizes that City Councilmembers and Planning Commission members are dedicated to their positions, but also have outside concerns that can on occasion keep them from attending a regularly scheduled meeting;

WHEREAS, in order to address the important issues facing the City, the City Council finds that with all of the technology available today, it is reasonable to establish the ability and procedures for optional attendance at meetings of the Council and Planning Commission;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Kalama that the City of Kalama adopts the following:

SECTION 1: Adding a new section to Kalama Municipal Code Chapter 2.08 City Council as follows

2.08.040 Meeting Attendance and Voting via Speakerphone or Video technology

A. Purpose

Occasionally, a Council or Commission member will not be able to be physically present at a meeting but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Councilmember to attend a meeting via speakerphone or video is contained in this section.

B. Frequency

Councilmember attendance via speakerphone or video is limited to 3 times in a calendar year, but the City Council, by majority vote, may allow additional attendance by speakerphone or video.

C. Procedure

1. At least 24 hours before the starting time of a meeting, the Councilmember must advise the City Clerk of the desire to attend via speakerphone or video to allow time for preparation of the speakerphone or video components and of the agenda items to be attended via speakerphone or video.
2. The Councilmember attending via speakerphone must be able to hear

all speakers in the meeting room, and all persons in the meeting room must be able to hear the Councilmember. The video and audio components of videoconferencing should be visible and audible to all persons in the meeting room.

3. When the particular agenda item is ready to be discussed, the Presiding Officer should state and ask for the record:
 - a. "Councilmember _____ is attending via speakerphone/video for Agenda Item No. _____, relating to _____."
 - b. "Councilmember _____, can you (see and) hear me?" (There must then be a clearly audible response in the affirmative.)
 - c. "Can the City Council and City Clerk (see and) hear Councilmember? Can the Audience (see and) hear Councilmember? – (request show of hands)"
4. Upon conclusion of the particular agenda item, the Presiding Officer should state: "Councilmember _____, discussion of Agenda Item No. _____ has concluded."
5. Each agenda item being attended via speakerphone or video shall be introduced and acknowledged in the same manner as set forth above.
6. After all agenda items being attended via speakerphone or video have been concluded, the Presiding Officer should state for the record:
 - a. "Councilmember _____, thank you for your attendance via speakerphone/video. The remote connection will now be terminated."
 - b. "Let the record reflect Councilmember _____'s attendance via speakerphone/video has been terminated."

Section 2. Kalama Municipal Code Chapter 2.44.30 Planning Commission - Meetings is amended to read

2.44.030 – Meetings.

The planning commission shall elect its own chairman and create and fill such other offices as it may determine necessary. The commission shall hold at least one regular meeting in each month provided there is business requiring its attention. It shall adopt rules for the transaction of business and shall keep a written record of its meetings, resolutions, transactions, findings and determinations, which record shall be a public record. **Attendance at meetings via speaker phone/video is allowed as outlined in KMC Chapter 2.08.040.**

Section 3. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

Section 4. This ordinance shall become effective five days after passage, approval, and publication as provided by law.

Passed by the City Council of the City of Kalama at a regular meeting held on the 4th day of April, 2018

Mike Reuter, Mayor

ATTEST:

Coni McMaster, Clerk/Treasurer

Approved as to Form;

City Attorney

Published:

Effective: