

Bloomington Urban Enterprise Association Electronic Meetings Policy

The Bloomington Urban Enterprise Association ("BUEA") adopts the following electronic meeting policy.

Section 1. Electronic Participation and Quorum.

- A. Any board member may participate in a meeting by any electronic means of communication that:
 - 1. allows all participating members of the governing body to simultaneously communicate with each other; and
 - 2. other than a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting.
- B. A board member who participates by an electronic means of communication:
 - 1. shall be considered present for purposes of establishing a quorum; and
 - 2. may participate in final action only if the member can be seen and heard.
- C. All votes taken during a meeting at which at least one (1) member participates by an electronic means of communication must be taken by roll call vote.
- D. Any technological failure in the electronic means of communication that disrupts or prevents:
 - 1. the simultaneous communication between a member who is not physically present at the meeting and the BUEA; or
 - 2. a member of the public who is not present at the meeting from attending and observing the meeting;

does not prevent the BUEA from conducting the meeting or affect the validity of an action taken by the board at the meeting if the sum of the BUEA members physically present at the meeting and the BUEA members participating by electronic communication without technological failure satisfies the quorum and (if a final action is taken) the voting requirements of the BUEA.

Section 2. Minutes.

The memoranda and any minutes prepared for a meeting at which any member participates by electronic means of communication should:

- 1. Identify each board member who:
 - a. was physically present at the meeting;
 - b. participated in the meeting by electronic means of communication; and
 - c. was absent; and
- 2. Identify the electronic means of communication by which:
 - a. board members participated in the meeting; and
 - b. members of the public attended and observed the meeting.

Section 3. Public Participation and Notice.

Subject to the BUEA's rules on public attendance and participation, members of the public may be able to attend and observe meetings of the BUEA via electronic means. The BUEA may exclude members of the public upon the majority vote of the members of the Board. Any meeting notice of the BUEA shall include information about how to access meetings electronically.

Section 4. Staff Participation.

Staff members may participate in meetings of the BUEA via electronic means, provided there is no actual need for a staff member to be physically present at a particular meeting.

Section 5. General Rules for Electronic Participation.

The following rules shall apply to any means of electronic communication that the BUEA may elect to use:

- A. The Executive Director shall be the designated host of the public meeting.
- B. The designated host may designate additional or substitute hosts as necessary.
- C. Once the meeting starts the designated host shall manage any comments coming in on the chat function.
- D. The designated host may answer questions directly or send a chat to the presiding officer or other staff member to get an answer.
- E. Members of the public shall not be permitted to utilize screen share or the general chat functions without prior approval from the meeting chair and designated host.
- F. Members of the public may only chat directly with the designated host.
- G. The Executive Director shall provide the following instructions to participants attending electronically (BUEA members, BUEA staff, public in attendance):
 - 1. Electronic meetings will be recorded with both audio and video;
 - 2. All participants may be asked to wear headphones or earbuds to avoid audio feedback;
 - 3. Board members and staff participating electronically will have the ability to mute themselves, share their screen if needed, and turn on/off their own video;
 - 4. Members of the public will be muted with video disabled until the chair recognizes them at which point they will be asked to give their full name for the record. If there is a time limit they will be told before they begin a comment.
 - 5. The presiding officer chairing the meeting will call on people to speak in the same manner as at meetings conducted in person.
 - 6. When a member of the Board or staff needs assistance during the meeting (to be unmuted, to have video-enabled, help with other technical issues), they shall use the direct chat function to let the designated host know.
 - 7. In the event of technical difficulty that prevents the meeting from beginning or continuing, the designated host may end the electronic meeting, create a new meeting invitation, and issue the invitation via email to each member of the Board, staff and those members of the public invited to the meeting.

Section 6. Severability.

If any sections, sentences, or provisions of this resolution, or the application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared to be severable.