



Legislation Details (With Text)

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**Type:** Ordinance      **Status:** Adopted

**File created:** 4/12/2023      **In control:** City Council

**On agenda:** 4/24/2023      **Final action:** 4/24/2023

**Title:** Annapolis City Council - Remote Meeting Attendance - For the purpose of allowing City Council members to participate in Council and Standing Committee meetings remotely; eliminating the five-day prior notice requirement; changing certain criteria; and generally related to City Council meeting attendance.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. O-16-23 First Reader, 2. O-16-23 Signed

Date	Ver.	Action By	Action	Result
4/24/2023	1	City Council	adopt on first reader	Pass
4/24/2023	1	City Council	rules suspended	Pass
4/24/2023	1	City Council	adopt on second reader	Pass

**Annapolis City Council - Remote Meeting Attendance** - For the purpose of allowing City Council members to participate in Council and Standing Committee meetings remotely; eliminating the five-day prior notice requirement; changing certain criteria; and generally related to City Council meeting attendance.

**CITY COUNCIL OF THE  
City of Annapolis**

**Ordinance 16-23**

**Introduced by: Alderwoman Finlayson  
Co-sponsored by: Ald. Savidge**

**Referred to**

Rules and City Government Committee

**AN ORDINANCE** concerning

**Annapolis City Council - Remote Meeting Attendance**

**FOR** the purpose of allowing City Council members to participate in Council and Standing Committee meetings remotely; eliminating the five-day prior notice requirement; changing certain criteria; and generally related to City Council meeting attendance.

**BY** repealing and reenacting with amendments the following portions of the Code of the City of Annapolis, 2022 Edition

2.16.020

**SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:

**Title 2 - ADMINISTRATION**

**Chapter 2.16 - City Council**

**Section 2.16.020 - Place of meeting-Attendance.**

**2.16.020 Place of meeting-Attendance.**

- A. The place of meeting of the City Council shall be the room known as the council chamber of the municipal building and no meeting shall be held elsewhere except by a majority vote of all members.
- B. Members shall attend all regular and special meetings of the City Council in person.
- C. ~~If a member is unable to physically attend a regularly scheduled meeting due to serious extenuating circumstances and desires to participate in the meeting by electronic means from a remote location, including voting, the member may do so with the approval of a majority of the council members present providing:~~
  - 1. ~~The member makes a written request for remote attendance to the City Council, through the Mayor, no later than five business days prior to the meeting;~~
  - 2. ~~The City has the technical capability to provide such remote access to the City Council meeting;~~
  - 3. ~~The member has at hand all the materials for the meeting;~~
  - 4. ~~The member can be clearly heard, seen and understood by all those present at the meeting; and~~
  - 5. ~~The member can clearly hear, see and understand all those present at the meeting.~~
- D. ~~If remote participation is denied, the member will be listed as absent.~~
- E. ~~Each member may attend a maximum of three regularly scheduled City Council meetings remotely by electronic means during any calendar year. Attendance for any portion of a meeting shall count against the maximum allowed.~~
- C. **Remote participation in meetings.** If a member is unable to attend a regularly scheduled meeting in person due to extenuating circumstances and desires to participate in City Council or Standing Committee meetings by electronic means from a remote location, including voting, the member may do so.
  - 1. **Extenuating Circumstances.** Reasons for requesting remote participating in a City Council or Standing Committee shall include:
    - a. Illnesses of self or family; and
    - b. Accidents; and
    - c. Anything of an unexpected nature.
  - 2. **Notification.**
    - a. The Member shall send notice of the request to the City Clerk, who shall then notify the

other meeting members.

- b. Notice must be given far enough in advance for the City's video studio staff to set up the remote link.

**3. Technology.**

- a. The City Clerk shall notify the City's video studio of the need for remote access to the meeting; and
- b. The video studio shall ensure remote participation is viable for any particular meeting; and
- c. Remote participation shall not proceed unless staff is available for setup and confirmation that it works.
- d. Video staff shall work with the Council member to use proper procedures for accessing the appropriate technology.

- 4. **Remote Member.** The member shall have at hand all the materials for the meeting.

**SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL** that this ordinance shall take effect upon passage.