



Legislation Text

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**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.