



*City of Florence*  
**A City in Motion**

# City of Florence

## Temporary COVID-19 Public Meeting Procedures

Resolution No. 25, Series 2021

In order to meet the requirements of House Bill 2560 (*effective 1/1/22*), and to assure members of the public can participate in City public meetings in a virtual manner, the City of Florence has established temporary updated procedures for public meetings in order to protect our volunteers, public and staff.

The new updated public meeting procedures, as outlined below, shall become effective when approved by the applicable governing body (Florence City Council, Florence Urban Renewal Agency), and shall remain in effect until action to discontinue use. Where applicable, these procedures shall supersede any prior meeting procedures including the City Council Rules of Procedure, the Committee and Commission Policy Manual, and the Florence Urban Renewal Agency Bylaws.

### COVID-19 Public Meeting Procedures

1. Meetings to be Held: The City Manager, in consultation with the Mayor or presiding officer, shall determine whether or not public meetings will be performed in-person in addition to virtually via video and/or teleconference. This determination shall be based upon review of the status of the COVID-19 pandemic response and requirements from the Oregon Health Authority and other public health sources.

Mandatory Meeting Requirements: In order to continue to provide an opportunity for public viewing / participation in a virtual manner, all public meetings shall conform to the following updated requirements.

2. Live Streaming: All City public meetings shall be streamed live online through a link available on the City's website. For access to this link, visit the meetings website through the City of Florence website calendar located online at [www.ci.florence.or.us/calendar](http://www.ci.florence.or.us/calendar).
3. Meeting Materials: All meeting materials shall be provided to the public in advance of the meeting via the following schedule:
  - a. The agenda and majority of meeting materials shall be distributed to members of the public body and the public at least 3 days in advance of the meeting date through the City's email distribution lists. To subscribe to the email distribution list, visit the City's website at [www.ci.florence.or.us/newsletter/subscriptions](http://www.ci.florence.or.us/newsletter/subscriptions). Printed copies of materials may also be requested in advance of the meeting, subject to the City's Public Records Request policies.
  - b. Any additional materials received after the initial meeting materials are distributed, including any written public comments received and presentations, shall be distributed to members of the public body one hour prior to the meeting's start time, and shall be posted on the meeting website.
  - c. Any additional materials to be distributed after this time shall be verbally identified, placed into the record, and distributed to the public body at the meeting as technology and circumstances allow.

4. Public Body Participation:

- a. Should the public body be approved to meet in person by the City Manager, all members of the public body shall participate in the meeting in person if they are able to do so. If necessary, members of the public body may participate in the meeting in a virtual manner (videoconference or conference call) should they make a request to the presiding officer and applicable staff at least 2 hours in advance of the meeting.
- b. Should the public body not be approved to meet in person by the City Manager, members of the public body shall meet in a virtual setting through videoconference and/or conference call, unless they can show reason why they cannot meaningfully participate in this manner. Members of the public body that do not wish to participate in the meeting through virtual means shall request the ability to participate in the meeting in person in consultation with the public body's presiding officer and the City Recorder's Office. Should the meeting proceed in a virtual setting, during the meeting, all speakers shall identify themselves prior to speaking, and shall do so prior to making or seconding motions. In addition, all votes shall occur via roll call vote.

5. Meeting Management: Meeting management tasks including identifying speakers, clarifying decisions, and managing conference call / video conferencing lines shall be delegated to the City Recorder's Office or other applicable staff.

6. Agenda Updates & Public Participation:

- a. General Agenda Notes: All agendas shall be updated to delineate the new public meeting procedures in this policy.
- b. Presentations, Proclamations & Ceremonial Items: The public meeting may include presentations, proclamations, or ceremonial items as technology and circumstances allow and as dictated in the body's rules of procedure. Parties presenting items to the public body may be asked to submit information in writing, pre-recorded video, or through verbal testimony via teleconference mechanisms.
- c. Public Comment on Items not on the Agenda: Meetings shall allow for general public comments, in both verbal and written form. Written testimony submitted at least two hours prior to the meeting start time will be provided to the public body in advance of the meeting. Parties interested in providing verbal comments will be allowed to do so in person, if the meeting will be held in person, or via video or teleconference. Parties shall contact the City Recorder's Office or other applicable staff at least one hour prior to the start of the meeting in a manner consistent with the public body's rules of procedure.
- d. Public Hearing Items: Public Hearings shall be held according to the requirements of state law, the City of Florence Charter, or City of Florence Code. Should a public hearing be required, the following methods for public comment shall be adhered to:
  - i. Written Testimony: Written testimony submitted at least two hours prior to the meeting start time will be provided to the public body in advance of the meeting. Testimony can be provided in the manner dictated for each individual public body.
  - ii. Video / Teleconference participation: Interested parties shall be able to participate via the technology platform available at the time of the meeting including video and/or teleconference tools. Parties interested in providing verbal comments will be allowed to do

so in person, if the meeting will be held in person, or via video or teleconference. Parties interested in participating in this manner shall contact the City Recorder's Office or other applicable staff at least one hour prior to the meeting in a manner consistent with the public body's rules of procedure.

e. Action Items:

i. Consent Agenda: In order to expedite business, mandatory public meetings shall establish a consent agenda for action items that can be approved by a single motion and vote. Wherever possible and appropriate, as determined by the presiding officer, action items shall be moved to the consent agenda. Any item on the consent agenda may be removed for separate consideration by any member of the public body.

ii. Public Comments on Action Items: Public bodies shall provide for public comments on action items in both verbal and written form.. Written comments submitted at least two hours prior to the meeting start time will be provided to the public body in advance of the meeting. Parties interested in providing verbal comments will be allowed to do so in person, if the meeting will be held in person, or via video or teleconference. Parties interested in providing verbal comments shall contact the City Recorder's Office, or other applicable staff, at least one hour prior to the meeting start time in a manner consistent with the public body's rules of procedure.

f. Report Items: Report items may be included in the meeting materials for informational purposes, but shall not incur a presentation. However, the public body may ask questions on report items included in materials as appropriate.

For questions on this policy, specific requirements for each public body, how to observe or participate in a public meeting, how to submit public comments, or other questions, please contact the City Recorder's Office at 541-997-3437, or via email to [cityrecorder@ci.florence.or.us](mailto:cityrecorder@ci.florence.or.us).