



City of Camarillo

CITY COUNCIL POLICY

Section: City Council

Date Adopted: January 26, 2005

Last Amended:

Subject: **Teleconferencing**

Number: 1.17

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PURPOSE

To provide guidelines whereby a member or members of the Camarillo City Council may participate in the proceedings of a meeting using electronic communications devices for teleconferencing.

POLICY

With prior City Council approval, a member of the Camarillo City Council and its ancillary Boards and Commissions may participate in a Council, Board or Commission meeting via teleconferencing in accordance with state law, when the member is unable to be present at the meeting because of official duties elsewhere, and when the scheduling conflict cannot be resolved.

- A. State of California Government Code §54953 provides that in connection with a meeting, "... *the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body.*" The Code requires that:
 - 1. A quorum of the members of the legislative body shall participate from locations within the agency's jurisdiction.
 - 2. Agendas shall be posted identifying all locations where members of the legislative body will be present during the meeting, and posted as required by law at all such locations.
 - 3. All such locations shall be accessible to the public, and the public shall be given an opportunity to address the legislative body directly at all such locations.
 - 4. All votes taken during a teleconferenced meeting shall be by roll call.
- B. The requirement in the Code for public accessibility at all locations is interpreted to mean that all locations must be fully accessible to handicapped persons, and that a speakerphone or similar amplification device be used so that members of the public can hear both sides of telephonic conversations.

- C. In connection with their membership on City Council and its ancillary Boards and Commissions and for the benefit of the public and the government, City Councilmembers may serve in official capacities in other public agencies and quasi-public organizations as approved by City Council. Occasionally, a member may be unable to attend all or part of a meeting due to the necessity to be elsewhere in service to the City or one of these organizations. In such cases, a member may request that the governing board of the Council, Board or Commission approve a request for teleconferencing so that he/she can participate in a meeting from another location. Teleconferencing shall only be used for the reasons stated above.
- D. A member wishing to arrange for teleconferencing in connection with a meeting shall request that an item to be placed on the agenda of a public meeting of the relevant Council, Board or Commission prior to the date in question, formally requesting approval for the teleconference. Orally and/or in writing, the member shall outline to the governing board the circumstances and reasons for the request. The member requesting the teleconference shall be permitted to vote on the question.
- E. In emergencies and unforeseen circumstances, when the member is unable to make a timely request of the governing board, the City Manager shall approve or disapprove the request; but approval shall be given only if posting of the agenda, including at all locations where members will participate in the meeting via teleconference, can be accomplished in accordance with the requirements of state law.
- F. Members participating in a meeting using teleconferencing shall receive compensation as if attending the meeting in person.