

FORSYTH COUNTY
BOARD OF COMMISSIONERS

**BRIEFING
DRAFT**

MEETING DATE: SEPTEMBER 12, 2016 AGENDA ITEM NUMBER: //

**SUBJECT: RESOLUTION ADOPTING A POLICY AUTHORIZING REMOTE PARTICIPATION BY
COUNTY COMMISSIONERS IN MEETINGS OF THE FORSYTH COUNTY BOARD OF
COMMISSIONERS**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

ATTACHMENTS: YES NO

SIGNATURE: _____ DATE: _____
COUNTY MANAGER

**RESOLUTION ADOPTING A POLICY AUTHORIZING
REMOTE PARTICIPATION BY COUNTY COMMISSIONERS
IN MEETINGS OF THE FORSYTH COUNTY
BOARD OF COMMISSIONERS**

WHEREAS, the Forsyth County Board of Commissioners desires to allow remote participation by County Commissioners in briefings and meetings of the Board under limited circumstances, subject to the provisions of the attached Remote Participation Policy For Meetings of the Forsyth County Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Forsyth County Board of Commissioners hereby adopts the attached Remote Participation Policy For Meetings of the Forsyth County Board of Commissioners, which authorizes remote participation by County Commissioners in briefings and meetings of the Board, subject to the limitations and provisions of the said policy.

Adopted this 12th day of September 2016.

REMOTE PARTICIPATION POLICY FOR MEETINGS OF THE FORSYTH COUNTY BOARD OF COMMISSIONERS

Members of the Forsyth County Board of Commissioners (Board) may remotely participate in briefings and official meetings of the Board, subject to the following rules and procedures:

1. Remote participation may be used only in limited circumstances. A Commissioner desiring to participate in a meeting remotely must assert one or more of the following four reasons for being physically unable to attend the meeting:
 - i. Personal illness or disability;
 - ii. Employment purposes;
 - iii. Family or other emergency; or
 - iv. To participate in other scheduled County related meetings which make it logistically impossible to attend the Board meeting.
2. Remote participation may be allowed only during open sessions when a quorum of the Board is physically present at the meeting and the Commissioner participating remotely is not necessary to establish a quorum.
3. Remote participation shall not be allowed during the following:
 - a. Quasi-judicial hearings; and
 - b. Closed sessions.
4. A Commissioner desiring to participate in a meeting remotely must notify the Clerk to the Board of the need for remote participation and request approval by the Chairman of his/her remote participation at least 24 hours prior to the start of the meeting, unless advance notice is impractical.
5. At the start of the official meeting and prior to participating in deliberations, the Chairman of the Board shall announce that a Commissioner is participating remotely. Such Commissioner shall identify himself or herself and state the reason that he/she is participating remotely.
6. A Commissioner participating remotely shall be allowed to participate in all open session Board briefing discussions and open session official Board meeting discussions with the exception of quasi-judicial hearings. A Commissioner participating remotely shall be able to vote on matters allowed under the policy, however, the remote participant cannot cast the deciding vote on any matter.
7. A Commissioner participating remotely shall be provided with all documents to be considered during the briefing session and the official meeting.
8. A Commissioner participating remotely shall participate via simultaneous and/or electronic communication and must be fully heard and if possible seen by other members of the Board and any other individuals in attendance at the official meeting. Use of telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another is necessary. If clear audio is not available, the Chairman may elect to disallow or discontinue the remote participation.
9. A Commissioner participating remotely shall provide a voice vote which can be heard and recorded if participating by telephone and shall provide a voice and hand vote if participating by video.

Adopted this 12th day of September 2016.