



## Memorandum

To: Members of Sustainability Committee  
From: Chief Administrative Officer Jeri E. Chaikin  
Cc: Mayor David E. Weiss  
Date: April 7, 2022  
Re: Discussion of Hybrid Versus In Person Meetings

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As you know, since early 2021 the City has been adopting ordinances to allow virtual meetings of public bodies (i.e. Council, Committees, BZA/CPC, SHDC, ABR, Board of Appeals, etc.).

These ordinances had expiration dates for the authority, with the most current expiration date being April 8th.

Recently, City Council adopted a codified ordinance to permanently allow virtual meetings. So there will be no more expiration dates for this authority, and no need for Council to regularly pass this type of legislation.

Council also adopted revised Rules of Conduct for meetings which also have no expiration date, so they will continue until changed by Council. The Rules continue, with slight modification, the previously passed Rules going back to April 2021, which are as follows:

1. All regular monthly Council work sessions and meetings, held generally on the 2nd and 4th Monday evenings of each month, respectively, shall be held at Council Chambers in City Hall (subject to change of location as necessary due to the unavailability of Council Chambers or for other reasonable cause, as determined by the Mayor and/or Council).
2. Except as permitted in Section 4, all members of Council must attend all regular monthly Council work sessions and meetings in-person in order to be counted for a quorum and to vote at such meetings. In order to preside at regular meetings held in-person, the Mayor as Chairperson shall be in attendance in-person. If the Mayor is not able to attend in-person, then the Vice Mayor shall preside at such meeting, or other Member of Council as designated by the Mayor.
3. All special meetings of City Council, meetings of Council Committees, and all meetings of all other City public bodies, shall be held virtually, unless and until the Mayor and the Chairperson of a particular public body determines to hold in-person meetings, or hybrid in-person and virtual meetings. Any such meetings shall comply with Chapters 113 and 115 as to public notice and public attendance.

4. The Mayor, with the concurrence of the Vice Mayor, may waive some or all of the requirements set forth in paragraphs 1 and 2 above, to allow a regular monthly Council work session and/or meeting to be held virtually, or both in-person and virtually (a) due to a health or other emergency in order to protect the health and safety of Council members, City staff and/or the public, or (b) due to any other extraordinary circumstance for an individual Council Member or the Mayor, as determined by the Mayor and Vice Mayor.

The Sustainability Committee is asked to consider a few items related to these meeting rules.

1. Does this Committee want to hold in person meetings or hybrid meetings moving forward?
2. If the Committee chooses hybrid meetings, can a member appear virtually and vote as related to quorum?
3. Also, if a committee member is permitted to attend virtually, are they required to be on camera or can they use a phone off camera?

It is recommended that the Sustainability Committee discuss the questions above and come to a decision that will be considered by the Law Department with regard to rule changes for public bodies.