

**Rabbit Creek Community Council**  
**Policy on Meetings via Electronic Means**

*Effective this date by majority vote of Board Members \_\_\_\_\_*

**Purpose:**

The purpose of this policy is to clarify the existing bylaws of this Council as they relate to in-person attendance and voting vs. attendance and voting using remote access and delivery by registered members of the Council.

Section 3C of the Rabbit Creek Community Council bylaws require that a “*registered member must be present at the meeting in order to cast a vote.*”

1. The business of the RCCC is best conducted in open public settings where Council members, members of the public, and interested participants can interact and communicate in a face-to-face meeting.
2. However, the Council also recognizes that there are factors such as illness, travel, schedule or facility conflicts, weather conditions or other emergencies that can make impossible or inadvisable the physical presence of a member, and where remote participation may be the most expedient and practical way for business to be conducted. The Council’s experience with conducting remote meetings during pandemic restrictions has proved to be an effective practice that provides continuity and participation in difficult circumstances. It is preferred that remote meetings try to provide for use of both video and audio communication.
3. The purpose of these guidelines is to provide for full participation of board members and general members via remote access while ensuring access and transparency for the public at meetings.
4. All meetings shall comply with the Open Meetings Act, Alaska Statutes 2019, Article 6, Sec. 44.62.310. Remote meetings will conduct business in accordance with the RCCC Bylaws; a remote meeting will conduct business in the same manner as in-person face-to-face meetings, providing methods for voting and tabulating votes as necessary, making and seconding motions, and allowing public discussion and testimony. A record of meeting summaries or minutes will be kept for all such official meetings.
5. Meetings of the Council as a group:
  - a. A decision to hold a Council meeting via electronic or remote means may be decided by the Council chair or co-chair after consultation with the Board.
  - b. A member attending a remote meeting shall be considered present only if the member can hear everything said at the meeting and those attending the meeting can hear everything said by that member.

6. Individual Attendance via remote access:
  - a. If a meeting of the Council or Board is held face-to-face in a single location, an individual may request to participate via remote or electronic means due to extenuating circumstances on an occasional basis.
  - b. The Chair, co-chair or a majority of the Board will evaluate the reason for the request and may allow remote participation on a case-by-case basis.
  - c. The member participating this way can do so if he/she is not essential for establishing a quorum, and creates no risk to the validity of a meeting (i.e. if he/she would be casting a deciding vote).
  - d. An individual participant is expected to attend the duration of the meeting. Remote participation is not to be used for the purpose of simply providing a vote and then leaving.
  - e. The Council is not obligated to make special electronic equipment or access connections available for individuals. Accommodation may be offered or provided if possible or expedient. (Whether such equipment or access is available on site, or provided by the individual, it may be used at the discretion of the Council, with the overall goal of providing a means of participation that fosters inclusivity and full disclosure. Participation under these circumstances may be by audio or videoconference).
7. Remote meeting participants should make every effort to minimize background noise and interruptions.
8. A record of the names of all those attending a remote meeting will be maintained.
9. To the extent that meeting information and documents are made available and accessible electronically, all members are encouraged to review pertinent items in preparation for regular and special Council meetings.