

EXHIBIT A  
TO RESOLUTION 2023-35

**Council Policy #CP-26**  
**Adopted 3/20/2023 by Resolution 2023-35**  
(See also #CP-16 Part G)

SUBJECT: Electronic Meeting Procedures

**POLICY STATEMENT:** During the COVID-19 emergency, the City Council learned that conducting meetings with electronic participation provides an effective and efficient mechanism to conduct public business including taking formal action consistent with the Charter and the Open Meetings Law, C.R.S. §§ 24-6-401, *et seq.* City Council recognizes the need to adopt a policy that sets forth procedures for conducting electronic meetings. Council desires to permit all public bodies of the City to conduct public meetings through electronic means in a manner that retains public access and so long as such electronic participation is available. This policy should be interpreted in conjunction with Council Policies #20 and #22.

A. Definitions. The following definitions apply to the terms used in this policy:

“Board member” shall mean all members of a board or commission of the City or City related entity (e.g., general improvement districts).

“Body” means the City Council or City board or commission.

“Councilmember” shall mean the Mayor or a member of the City Council.

“Electronic means” shall have the meaning ascribed in Section 2-2001 of the CCRMC, as amended.

“Electronic participation” or “electronically participate” shall mean participating in a meeting through electronic means.

“In-person” shall mean being physically present at the designated meeting location.

“Meeting” shall mean a regular or special meeting of a body or emergency meeting of City Council that is required to be an “open meeting” under the Colorado Open Meetings Law, C.R.S. §§ 24-4-401, *et seq.*

B. All Councilmembers, Board members, the City Manager, City Clerk, City Attorney, City staff, applicants, consultants, contractors, and the public shall be allowed to attend and participate electronically in City meetings so long as electronic participation is made available for that meeting.

C. Electronic participation shall constitute actual attendance for purposes of establishing a quorum of a body for the meeting and for action on all matters at such meeting. If any Councilmember or Board member electronically participating in a meeting is disconnected or delayed, the relevant body may elect to proceed with the meeting provided a quorum remains present.

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D. Any person's electronic participation must not cause interference in the meeting; e.g., where the telephone or electronic connection is repeatedly lost, or the quality of the connection is unduly noisy. The Mayor or chair has discretion to determine whether to request the person causing such interference to disconnect from the meeting. A person requested to disconnect from a meeting may reconnect so long as the new connection does not continue to cause interference with the meeting. If such interference continues, the person may be asked to permanently disconnect from the meeting.

E. Voting shall be conducted in a manner consistent with the City Charter and the Colorado Open Meetings Law, C.R.S. §§ 24-4-401 *et seq.* Except for unanimous votes or where concealing the identity of the vote is permitted by law, voting by electronic participants shall be conducted as a rollcall vote.

F. All electronic regular meetings, special meetings, and study sessions of the City Council conducted with electronic participation shall be recorded.

G. Executive sessions may be conducted by electronic means if held in accordance with the Colorado Open Meetings Law and City policies applicable to such meetings. Confidentiality of executive sessions shall be maintained. Any Councilmember or Board member electronically participating must affirm to the body that they are in a secure and confidential location where no other persons can hear the content of the executive session and such person shall not record or transmit the executive session.