

COLORADO SPRINGS URBAN RENEWAL AUTHORITY (CSURA)

POLICY NO. 2020-01

TELEPHONIC/ELECTRONIC PARTICIPATION DURING CSURA MEETINGS

DATE OF POLICY/REVISION:	
PURPOSE AND INTENT:	To specify the rules and procedures by which members of the CSURA Board may participate in regular and special CSURA meetings and executive sessions by telephone or other electronic means.
SCHEDULED REVIEW AND REVISION:	As deemed necessary or desired by the CSURA Board or upon recommendation of the Executive Director or CSURA Attorney.
ATTACHMENT(S):	None
REFERENCE(S):	Colorado Open Meetings Act, C.R.S. 24-6-401 et seq.
SPECIAL PROVISIONS	<p>The CSURA reserves the right to revoke this Policy at any time without notice.</p> <p>This Policy shall not be interpreted in a manner that would deny full and equal access by disabled CSURA Board members to CSURA meetings or to the full and equal participation of disabled Board members in all aspects of CSURA meetings.</p>

I. Purpose.

The purpose of this Policy is to specify the circumstances under which a member of the CSURA Board may participate in regular, special and emergency meetings and executive sessions by telephone or other electronic means. With advancements in communication equipment, meeting participation through telephonic or other electronic means such as web-based meetings or conferencing has become more popular within many local governments. However, telephonic or other electronic participation has inherent limitations because such participation may preclude a CSURA Board member from viewing documentary information presented during meetings, from fully evaluating a speaker's non-verbal language in assessing veracity or credibility, and from observing nonverbal explanations (e.g., pointing at graphs and charts) during a speaker's presentation or testimony. The CSURA finds that these limitations inherent in participation through telephonic or other electronic means may produce inefficiencies in meetings, increase the expense of meetings, and may undermine the decision-making process, particularly in quasi-judicial matters.

II. Statement of Policy.

- A. A member of the CSURA may participate in a meeting of the CSURA Board by telephone or other acceptable electronic means only as follows:
1. Participation by telephone or other electronic means shall be made available to a CSURA Board member when such member's absence would otherwise constitute an excused absence.
 2. Participation by telephone or other electronic means is intended to be an infrequent or occasional substitution for physical attendance. The CSURA Board may, by majority vote of a quorum present, declare a CSURA Board member's repeated use of such participation excessive and deny a CSURA Board member's privilege to participate by telephone or other electronic means for a specific meeting or meetings. Such declaration by the CSURA Board shall only be made when the member seeking to participate by telephone or other electronic means is afforded advance notice and the opportunity to participate in the CSURA Board's discussion regarding excessive use and the continuation of such participation by the CSURA Board member. Provided that the CSURA Board member is provided notice of the date and time of the planned CSURA discussion, the member's inability to be available to participate in the discussion shall not preclude the CSURA Board's authority to discuss and decide whether such member's use of participation by telephone or other electronic means is excessive.
 3. Participation by telephone or other electronic means must permit clear, uninterrupted, and two-way communication for the participating CSURA Board member.
 4. Participation by telephone or other electronic means shall not be available to a CSURA Board member during an executive session.

5. More than one CSURA Board member may participate by telephone or other electronic means during the same meeting where the telephone or other electronic conferencing system permits clear, uninterrupted, and two-way communication for all participating CSURA Board members.
 6. The CSURA Board may discontinue the use of participation by telephone or other electronic means by one or more members during a meeting where the participation results in delays or interference in the meeting process; e.g., where the telephone or electronic connection is repeatedly lost, the quality of the connection is unduly noisy, or a participating member is unable to hear speakers using a normal speaking voice amplified to a level suitable for the meeting audience in attendance.
 7. To arrange to participate telephonically or by other electronic means, a CSURA Board member shall:
 - (a) Contact the Executive Director or Chair in advance of the meeting regarding the reason for the absence.
 - (b) Contact the Executive Director to arrange to participate telephonically or by other electronic means and provide a telephone number and any special calling instructions needed to facilitate the telephone or other electronic contact as may be required by the Executive Director. All members of the CSURA shall endeavor to advise the Executive Director of their intent to participate telephonically or by other electronic means at the earliest possible time and not less than two (2) hours prior to the requested participation.
 - (c) Be available at the designated telephone number or through the designated web conferencing or similar portal as determined by the Executive Director not less than ten minutes prior to the scheduled time of the meeting.
 8. The CSURA staff shall initiate the telephone or web conferencing or similar contact not more than 10 minutes prior to the scheduled time of the meeting. In the event of disconnection during a meeting, the Executive Director shall make one attempt to re-initiate the connection unless the CSURA Board instructs to discontinue the telephonic participation in accordance with II(A)(2) above.
- B. Effect of Telephonic or Electronic Participation. Permissible participation by telephonic or other electronic means shall constitute actual attendance for purposes of establishing a quorum or for any other purpose.
- D. Telephonic or Electronic Participation by Non-CSURA Board members.
1. Upon request of any two CSURA Board members, appointees of the CSURA Board (e.g., the CSURA Executive Director and/or the CSURA Attorney or designees acting on behalf of and at the direction of the Executive Director or Attorney), may participate in a meeting of the CSURA by telephone. For all

other persons, telephonic participation shall not be permitted unless approved by a majority of a quorum present of the CSURA Board.

III. Limited Applicability of Policy.

This Policy shall only apply to regular and special meetings (including work sessions) of the CSURA Board.

IV. Reasonable Accommodations.

The CSURA shall provide reasonable accommodation and shall waive or modify provisions of this Policy to provide disabled CSURA Board members full and equal access to CSURA' meetings.

MADE EFFECTIVE THIS ___ DAY OF _____, 2020