



# Temporary COVID-19 Public Meeting Procedures

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Given executive orders from Governor Brown concerning COVID-19 and social spacing requirements, the City of Stayton has established temporary updated procedures for public meetings in order to protect our volunteers, public, and staff.

The new updated public meeting procedures, as outlined below, shall become effective when approved by the governing body, and shall remain in effect until action to discontinue use is completed by each public body. Where applicable, these procedures shall supersede any prior meeting procedures including the Stayton City Council Rules.

## COVID-19 Public Meeting Procedures

When possible, only City meetings that are deemed mandatory based on timelines established in state law, the City of Stayton Charter, or City of Stayton ordinance shall be held.

In order to comply with social spacing recommendations, the public will be encouraged not to attend public meetings in person, and in particular to stay home if they are sick or showing symptoms. In order to continue to provide an opportunity for public viewing / participation, all public meetings required to be held shall conform to the following updated requirements.

1. **Live Streaming:** All mandatory City meetings shall be streamed live on the City of Stayton's YouTube channel through a link available on the City's website. For access to this link, visit the City of Stayton's [Calendar of City Meetings and Events](#) page on our website.
2. **Public Observation:** Although it is **strongly encouraged that people not attend the meeting in person** the opportunity will exist to observe the meeting at a designated location. However, to protect the safety and ensure social spacing, limits to audience members will be implemented. Please note that in person meeting attendance will be subject to applicable regulations in place at the time of the meeting and are subject to change. Parties interested in attending the meeting in-person shall contact City staff at least three hours prior to the meeting start time.
3. **Meeting Materials:** All meeting materials shall be provided to the public in advance of the meeting via the following schedule:
  - a. The agenda and majority of meeting materials, including presentation materials, will be posted on the City's website, as well as distributed to members of the public body and the public at least 3 days in advance of the meeting date through the City's email distribution list. To subscribe to the email distribution list, visit the City's website at [http://www.staytonoregon.gov/page/resources\\_email\\_list](http://www.staytonoregon.gov/page/resources_email_list). Printed copies of materials may also be requested in advance of the meeting.

- b. Any additional materials received after the initial meeting materials are distributed, including any written public comments received, shall be distributed to members of the public body one hour prior to the meeting's start time, and shall be posted on the Agendas and Minutes webpage for the corresponding public body it was sent to (i.e. City Council, Planning Commission, etc.).
  - c. Any additional materials to be distributed after this time shall be verbally identified, placed into the record, and distributed to the public body at the meeting, as technology and circumstances allow.
- 4. **Public Body Participation**: All members of the public body shall participate in the meeting through live streaming and conference call or other teleconference tools, unless they can show reason why they cannot meaningfully participate in this manner. Members of the public body that do not wish to participate in the meeting through virtual means shall request the ability to participate in the meeting in person in consultation with the public body's presiding officer and the Administrative Services Manager. To ensure the meeting is understandable, during the meeting, all speakers shall identify themselves prior to speaking, and shall do so prior to making or seconding motions. In addition, all votes shall occur via roll call vote.
- 5. **Meeting Management**: Meeting management tasks, including identifying speakers, clarifying decisions, and managing conference call / video conferencing lines shall be delegated to the City Manager or other applicable staff.
- 6. **Agenda Updates & Public Participation**:
  - a. **General Agenda Notes**: All agendas shall be updated to delineate the new public meeting procedures in this policy and shall note that members of the public shall not attend meetings if they are sick or presenting symptoms.
  - b. **Public Comment**: Meetings shall not allow for in-person public comment. If a community member has a barrier which prevents them from participating via one of the methods below, they should contact City staff no less than three hours prior to the meeting start time to make arrangements to participate.

All parties interested in providing public comment at the beginning of the meeting shall participate using one of the following methods:

- i. **Video or Audio Conference Call**: Parties interested in providing verbal comment shall contact City staff at least three hours prior to the meeting start time with their request. Staff will collect their contact information and provide them with information on how to access the meeting to provide comment.
- ii. **Written Comment**: It is **strongly encouraged that interested parties provide testimony in writing** prior to the meeting and abstain from attending the meeting in person. Written comment submitted at least three hours prior to the meeting start time will be provided to the public

body in advance of the meeting and added to the public body's webpage where agenda packets are posted. Comment can be provided in the manner dictated for each individual public body.

- c. **Public Hearing Items:** Public hearings shall only be held if required by state law, the City of Stayton Charter, or City of Stayton Municipal Code. Should a public hearing be required, the following methods for public comment shall be adhered to:
  - i. **Written Testimony:** It is **strongly encouraged that interested parties provide testimony in writing** prior to the meeting and abstain from attending the meeting in person. Written testimony submitted at least three hours prior to the meeting start time will be provided to the public body in advance of the meeting and added to the public body's webpage where agenda packets are posted. Testimony can be provided in the manner dictated for each individual public body.
  - ii. **Video or Audio Conference Call:** Parties interested in providing verbal testimony shall contact City staff at least three hours prior to the meeting start time with their request. Staff will collect their contact information and provide them with information on how to access the meeting to provide comment.

If a community member has a barrier which prevents them from participating via one of the methods above, they should contact City staff no less than three hours prior to the meeting start time to make arrangements to participate.

- d. **Action Items:**
  - i. **Consent Agenda:** In order to expedite business, mandatory public meetings shall establish a consent agenda for action items that can be approved by a single motion and vote. Wherever possible and appropriate, as determined by the presiding officer, action items shall be moved to the consent agenda. Any item on the consent agenda may be removed for separate consideration by any member of the public body.

For questions on this policy, specific requirements for each public body, how to observe or participate in a public meeting, how to submit public comments, or other questions, please contact the City Manager, Keith Campbell at (503) 769-3425 or via email at [cityofstayton@ci.stayton.or.us](mailto:cityofstayton@ci.stayton.or.us).