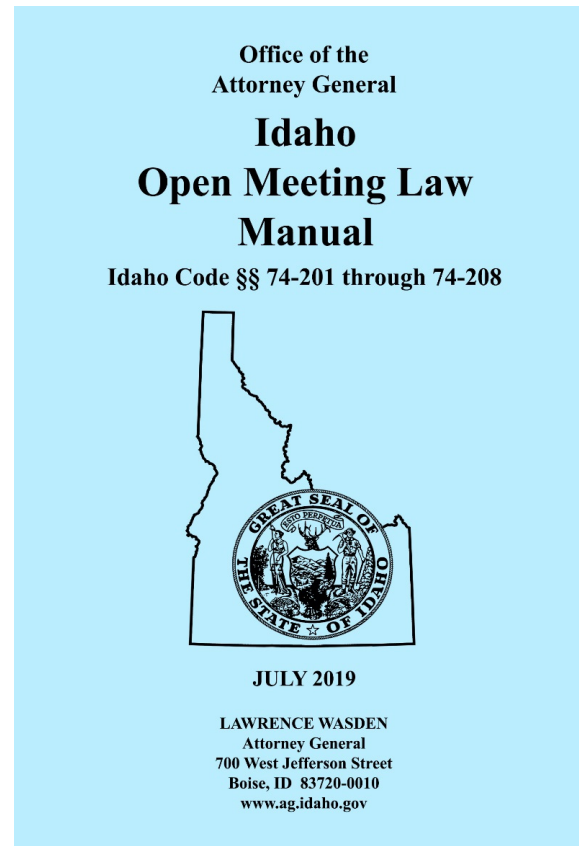


Open Meetings In The Pandemic



Formation of Public Policy At Open Meetings

- The people of the state of Idaho in creating the instruments of government that serve them, do not yield their sovereignty to the agencies so created. Therefore, the legislature finds and declares that it is the policy of this state that the formation of public policy is public business and shall not be conducted in secret. (74-201)
 - Overarching policy is for public business to be conducted openly
 - Open meetings law applies during the pandemic
 - Remote access/Work from Home may increase reliance on e-mail/texting/phones
 - Use caution, particularly with reply-all

Open Meetings Law Generally

- Governing bodies—decisions/deliberations
- Notice 5 days (Regular), at least 24 hours (Special)
- Agenda: 48 hours
 - Identify Action Items
- Meeting open to public—in person requirement, remote access
 - Must still have a physical location for the meeting
 - Idaho law does not allow for all remote meetings at this time
- Executive Sessions are permitted, specific exemption, roll call 2/3 vote
- Minutes: within a reasonable time after
 - Recordings are not a substitute for minutes

Hybrid Meeting Tips

- Prepare!
 - TEST TECHNOLOGY PRE-MEETING!
 - Make sure volume is high enough to be heard
 - NOTICE: Include access link, streaming link, instructions for how to join
 - Provide a call in # for those unable to access streaming link due to bandwidth, technology limitations etc.
 - Understand the platform you are using (e.g. some have capacity limits)
 - Include capacity limits, mask requirements, and how to register to testify (if necessary).
 - Consider recording the meeting and posting on website
 - Determine if attendance will exceed capacity and provide an overflow room for observation
 - Identify who will be in the meeting and try not to over-stack the meeting to prevent in-person attendance

Hybrid Meeting Tips

- During the Meeting
 - Monitor the stream to ensure it is functioning
 - Keep cameras on
 - Have speakers identify themselves when speaking
 - Voice votes may be confusing—consider roll call votes to insure accuracy during remotely conducted meetings
 - This is also a good check on maintaining quorum (if a member drops off)
 - Have IT available/accessible
 - If stream goes down, immediately pause meeting to problem solve
 - If you have to end the meeting because the stream has stopped working provide notice
 - Understand the technology (muting, chat rooms, questions)

Hybrid Meeting Tips

- After the meeting
 - Prepare minutes
 - Post recording to website (optional)
 - Check in with participants for technology issues/questions
 - Evaluate effectiveness of platform

Questions?

