

## Policy Regarding Remote Meetings

1. All meetings of a public body of the City of Brighton (hereafter referred to as a “public body” or “the City”) must be open to the public and must be held in a place available to the general public.
  - a. Before January 1, 2021 and retroactive to March 18, 2020, a meeting of a public body may be held, in whole or in part, electronically by telephonic or video conferencing for any reason.
  - b. On and after January 1, 2021 through December 31, 2021, a meeting of a public body may be held, in whole or in part, electronically by telephonic or video conferencing only those circumstances requiring accommodation of members absent due to military duty, a medical condition (as defined in the Open Meetings Act), or a statewide or local state of emergency or state of disaster. For the purpose of permitting an electronic meeting due to a local state of emergency or state of disaster, this paragraph applies only as follows:
    - i. To permit the electronic attendance of a member of the public body who resides in the affected area.
    - ii. To permit the electronic meeting of a public body that usually holds its meetings in the affected area.

Whenever a remote meeting is otherwise permitted by law, a physical place is not required for an electronic meeting, and members of a public body and members of the public participating electronically in such a meeting are to be considered present and in attendance at the meeting for all purposes. If the meeting is held remotely in part with a central meeting location open to the public, then only those members absent due to military duty or a medical condition may participate remotely. Any member who is not on military duty or does not have a medical condition must be physically present at the central meeting location to participate.

2. An absent member may only participate in, and vote on, business before the public body, if:
  - a. The meeting is conducted in such a manner that permits two-way communication so that members of the public body can hear and be heard by other members of the public body, and so that public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period.
  - b. There can be two-way communication between the absent member and the public body and the absent can be heard by members of the public whether they are present in person or remotely.

- c. There is a public announcement public announcement at the outset of the meeting by that member, to be included in the meeting minutes, that the member is in fact attending the meeting remotely. If the member is attending the meeting remotely for a purpose other than for military duty, the member's announcement must further identify specifically the member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely.
3. The City shall, on its website, provide notice of any member who intends to attend a meeting remotely and information about how to contact that member sufficiently in advance of a meeting of the public body to provide input on any business that will come before the public body.
4. Members of the public must not be required as a condition of attendance at a meeting of a public body to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance.
5. A person must not be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting.
6. A public body may use technology to facilitate typed public comments during the meeting submitted by members of the public participating in the meeting that may be read to or shared with members of the public body and other participants to satisfy the requirement under this subsection that members of the public be heard by others during the electronic meeting and the requirement under section 3(5) that members of the public be permitted to address the electronic meeting.
7. The City shall post advance notice of a meeting held electronically on a portion of the City's website that is fully accessible to the public.
8. The public notice on the website must be included on either the homepage or on a separate webpage dedicated to public notices for nonregularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of nonregularly scheduled or electronic public meetings.
9. Notice of a meeting of a public body held electronically must clearly explain all of the following:
  - a. Why the public body is meeting electronically.
  - b. How members of the public may participate in the meeting electronically. If a telephone number, internet address, or both are needed to participate, that information must be provided specifically.
  - c. How members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting.

- d. How persons with disabilities may participate in the meeting.
10. Effective immediately an agenda for an electronic meeting of the City shall, on a portion of the website that is fully accessible to the public, make the agenda available to the public at least 2 hours before the electronic meeting begins. This publication of the agenda does not prohibit subsequent amendment of the agenda at the meeting.
  11. Members of the general public otherwise participating in a meeting of a public body held electronically under this section are to be excluded from participation in a closed session of the public body held electronically during that meeting if the closed session is convened and held in compliance with the requirements of this act applicable to a closed session.