

Exhibit A
Hybrid Public Meeting Policy

1. Purpose.

The Town Board of Trustees is establishing this policy for the purpose of providing remote meeting access for those individuals wishing to attend public meetings but unable to attend in person. This policy authorizes and provides a mechanism for remote meeting participation by Town Board of Trustees, Planning Commission members, Town staff, and the public. The Town will utilize a web-based meeting or conferencing service that provides video and audio connection for all users, with some limitations based on which service is utilized. The Hybrid Public Meeting Policy (HPM) will function in accordance with all usual meeting requirements, protocols, and decorum consistent with Town policies and procedures, and charter requirements.

2. Hybrid Public Meeting Policy Procedures.

All public meetings of the Town Board of Trustees and Planning Commission may be available via remote access along with being held in person. For all Public Meetings of the Town Board of Trustees and Planning Commission, the following provisions shall apply:

- A. Hybrid Public Meeting information, including a meeting agenda with meeting login or call-in information, will be posted in accordance with Town policies and procedures. The agenda will state: “The Town of Rico is not responsible for audio, video, or connectivity issues. In person attendance is recommended”
- B. Trustees and Planning Commission members must keep their video on during the entire meeting. If a Trustees or Commission Member cannot hear the audio or they have technical issues they must abstain from voting.
- C. The moderator must attend in person and will conduct the meeting in accordance with the meeting agenda using typical meeting protocols and decorum.
- D. The public meeting attendees will also be able to remotely connect to the meeting using a personal device. Once attendees have logged in and the meeting has begun, they will be able to see and/or hear the feed from those attending in person. All Attendees will be muted and unable to be heard by those attending in person. There will be opportunity for Attendees to speak, and the moderator will provide instructions on how and when Attendees will be able to speak. Attendees, when speaking, must have their video on and state their name and address for the record. It is incumbent on the Attendee that their device has audio and/or video capabilities, and that all background noise be minimized when they are speaking. If an attendee interrupts during the meeting they will be removed without warning.
- E. If the web-based meeting or internet service has technical difficulties during the meeting, one (1) reconnection will be attempted by the Town, if successful, the meeting will resume from where the meeting left off relative to the meeting agenda. If other technical difficulties are experienced, town staff may end the hybrid portion of the meeting.
- F. The hybrid public meeting will be recorded, and minutes will be created in accordance with Town policies and procedures. Minutes will reflect what members of the Board of Trustees and Planning Commission attended remotely.

3. Hybrid Meeting Quasi-Judicial Hearing Procedures.

During a public hearing the applicant must attend in person or assign a representative to attend the meeting in person. If the applicant is unable to attend the hearing may be continued.