

RESOLUTION NO. 4319

A RESOLUTION ESTABLISHING MEETING PROTOCOL DURING THE COVID-19 EMERGENCY PERIOD.

WHEREAS, The Governor of the State of Montana and the City of Miles City have declared that a state of emergency related to the COVID-19 pandemic;


AND WHEREAS, the City desires to establish public meeting protocol during such period of time, to ensure public participation as well as protecting the safety of the public, and members of the City Council, City boards and committees, and City employees;

NOW THEREFORE BE IT RESOLVED by the City Council of Miles City, Montana, that meeting protocol for the City Council, committees of the City Council, and all City boards, and City staff meetings, shall be as follows:

1. **Cancel Non-Essential Meetings.** During this national and state COVID-19 emergency, and in light of Executive Directive Implementing Executive Orders 2-2020 and 3-2020 providing measures for the operation of local government issued March 24, 2020, the Mayor shall take all steps possible to indefinitely suspend all non-essential public meetings of its staff, City committees and Council;
2. **Limit Public Meetings to Critical Items Only.** If the Mayor determines that a public meeting must be held, the Mayor will strive to limit the meeting to only those items necessitating immediate or timely action by the Council. The Council may consider using a "consent agenda" or other methods for allowing for the quickest and most efficient meeting possible.
3. **Determine Type of Meeting.** In accordance with current public health and safety protocols and national or state directives, the Mayor shall determine the best method for holding a public meeting while protecting public health and safety. An announcement of the method and means of holding such meeting shall be announced by posting 48 hours prior to the meeting date. During the COVID-19 emergency, these public meetings may be held through remote means, which will be fully explained in the public notice and on the City website.
4. **Noticing the Public Meeting.** The notice of any public meeting held during the COVID- 19 emergency should also include information on the method by which the meeting will be held, including information about how the public may participate remotely and how documents to be discussed during the meeting can be accessed by the public.
5. **Meetings by Remote Communication.** If a meeting will be held in whole or in part through remote attendance and participation, the City will strive, if possible, to provide a remote

communication system that provides the members of the Council and the public the ability to see, hear, and reasonably participate in the meeting.

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, AT A DULY CALLED MEETING THIS 14TH DAY OF APRIL, 2020.



John Hollowell, Mayor

ATTEST:


Lorrie Pearce, City Clerk