



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: R-2021-18

File ID: R-2021-18 **Type:** Resolution **Status:** Consent Item

Version: 1 **Reference:** Item 44 **In Control:** City Council

Department: Legal Department **Cost:** **File Created:** 07/10/2020

File Name: Videoconference Meeting Rules **Final Action:**

Title: RESOLUTION R-2021-18: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REAFFIRMING THE HOUSE RULES - CODE OF CONDUCT ADOPTED IN 2005 AND ADOPTING ADDITIONAL RULES FOR MEETINGS HELD BY VIDEOCONFERENCE.

Notes: ACTION NEEDED: Motion to adopt or reject Resolution R-1920-18.

ACTION TAKEN: _____

Agenda Date: 07/14/2020

Agenda Number: 44

Attachments: R-2021-18 Zoom meeting decorum, House Rules R-0506-38

Project Manager: Kathryn Walker, City Attorney

Entered by: kathryn.walker@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File R-2021-18

Body

BACKGROUND: Pursuant to changes made to the Open Meetings Act during the 2020 Legislative Session, and due to rising numbers of positive COVID-19 cases, Council has held most of its meetings via videoconference since March 24, 2020. Conducting meetings via videoconference creates unique challenges to the orderly conduct of Council meetings. Council has historically adopted House Rules - Code of Conduct for the conduct of Council meetings in the Council Chambers, most recently in 2005. These House Rules still apply, but don't address meetings held via videoconference. Mayor Clark asked that a resolution be prepared for Council consideration adopting Videoconference Rules - Code of Conduct for these types of meetings.

DISCUSSION: Resolution R-2021-18 reaffirms the House Rules - Code of Conduct adopted

in 2005 and creates Videoconference Rules - Code of Conduct for meetings that are conducted via Zoom or other videoconference platform. The rules are set forth below:

Keep your video feed on at all times while the meeting is ongoing, unless a break is called, in which case, the video and audio feeds shall be turned off.

Dress appropriately in the same manner as for an in-person meeting.

Stage your video area, being mindful of what is in the background of the video and of sufficient lighting.

Connect to the meeting in an area where you can be alone with no distractions from other people, animals, etc.

Test your audio and video settings prior to the meeting. Consider using ear buds or air pods to help block out surrounding noise.

Look at the camera when you or others are speaking.

Stay on mute if you are not talking.

Stay focused on both the meeting and issue being discussed - don't eat or do other personal things during the meeting.

Do not talk over others. Use the "raise your hand" feature to be recognized by the City Clerk.

Refrain from texting each other and posting on social media during Council meetings.

Do not post comments in the Chat section.

Some of these items relate to specific requirements in the Open Meetings Act. Others assist the public in viewing and hearing the entire meeting.

RECOMMENDATION: Staff forwards Resolution R-2021-18 to Council for its consideration.