
MEMORANDUM

DATE: October 15, 2009

TO: Council Members

FROM: Cindy Lou Trishman
Policy Analyst/Constituent Liaison

SUBJECT: Electronic Meeting Procedures & Test

INTRODUCTION

The guidelines below are *not* for the instance of an “Emergency Meeting” as defined by State or City code; rather, the guidelines below are for the method of holding a meeting in the case of a pandemic or quarantine situation.

ELECTRONIC MEETING POINTS

- Majority of a Quorum required – Three Council Members physically present at the meeting location
- If off-site, phone is required for audio access; however, the audio will be broadcast throughout the Council of the Whole, on SLCTV Channel 17 and SLCTV online
- Internet access required for meeting moderator – Chair/Vice Chair and designated Staff will serve as moderators
- If off-site, VPN access required for Council Members/Staff interested in sharing files or presentations in order to allow the material to be shared via SLCTV
- Public will have the option to participate in the meetings via the audio telephone line

cc: Cindy Gust-Jenson, David Everitt, Cory Lyman, Lyn Creswell, Holly Hilton, Mayors Liaisons, and City Council Liaisons