

Remote Meeting Appearances: Attendance and Participation Policy for Board Members
Town of Bayview
Bayfield County, Wisconsin

Introduction

The Town of Bayview has a Board consisting of three voting members. At times, a Board member may not be able to attend a meeting in person while still being available to attend the meeting via remote technology. Due to the Town’s small Board size, it is reasonable to make accommodations for Board members to remotely attend and participate in meetings of Town business via use of technology.

Procedures and Restrictions on Use of Remote Technology to Attend and Participate in Town Meetings

1. Only one Board member may participate via remote technology for any given meeting.
2. Requests for remote appearances must be sent to the Town Clerk by email prior to the meeting in sufficient time for the Clerk to notify the Town Chairman.
3. The Town Chairman must approve the request for the Board member to participate via remote technology prior to the meeting.
4. In the event that it is the Town Chairman that is requesting to appear at a Town meeting via technology, the request must be sent through the Town Clerk by email prior to the meeting in sufficient time for the Town Clerk to notify the two remaining Town Supervisors.
5. The Board member that is attending remotely shall be responsible for calling or connecting using the agreed upon method prior to the start of the meeting.
6. Board members that have been approved to participate in a meeting via remote technology shall be considered for all practical purposes as being present and in person for any discussion and voting that may take place during the meeting.
7. Remote technology may include phone, video conferencing, or other similar technology.

This policy—Remote Meeting Appearances: Attendance and Participation Policy for Board Members—shall be deemed to be in force after its passage and approval by the Town Board.

Chairman

Supervisor

Supervisor

Approved by the Town of Bayview Board

Clerk

Dated this ____ day of _____, 2024