

RESOLUTION NO. 2020-31

**A RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF CALEDONIA
ADOPTING A VILLAGE OF CALEDONIA TELECONFERENCE AND
VIDEOCONFERENCE POLICY FOR THE BOARD OF TRUSTEES AND VILLAGE
COMMITTEES AND VILLAGE COMMISSIONS.**

The Village Board for the Village of Caledonia resolves as follows:

WHEREAS, certain events, such as public health or safety emergencies, may make meeting In-person impractical or impossible for Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies.

WHEREAS, it may be essential for the Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies, to meet during these public emergencies.

WHEREAS, the Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies, may use alternative types of meetings, such as virtual meetings that involve teleconferencing or videoconferencing.

WHEREAS, attached as **Exhibit A** is a Village of Caledonia Teleconference and Videoconference policy for the Board of Trustees and Village Committees and Village Commissions.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Caledonia that the attached **Exhibit A**, the Village of Caledonia Teleconference and Videoconference policy for the Board of Trustees and Village Committees and Village Commissions is hereby adopted.

6/4/20 Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this day of April, 2020.

VILLAGE OF CALEDONIA

By: _____

James R. Dobbs
Village President

Attest: _____

Karie Pope
Village Clerk

VILLAGE OF CALEDONIA
TELECONFERENCE AND VIDEOCONFERENCE POLICY
FOR THE BOARD OF TRUSTEES AND VILLAGE COMMITTEES AND VILLAGE
COMMISSIONS

Section 1. Purpose.

The Village of Caledonia has a general meeting policy that all meetings shall be In-person. However, circumstances may arise that require the Village of Caledonia Board of Trustees, Village Committees, Village Commissions, and Village Board of Appeals (or members of such bodies) to meet via Teleconference or Videoconference. Therefore, the purpose of this policy is to provide alternatives to In-person Meetings during times of a Public Emergency, which make In-person Meetings impractical or impossible.

Section 2. Definitions.

In-person Meeting means a meeting with Participants in the same location.

Participant means a person attending a meeting as a member of a board, committee, or commission, or a member of the public. Meetings for this definition include In-person Meetings, Teleconferences, and Videoconferences.

Public Emergency means a health or safety emergency that requires limited travel and limited in-person contact. The Village President, or designee, shall determine when a Public Emergency exists under this policy. If the Village President, or designee, is unavailable due to the Public Emergency, the Village Administrator may then determine when a Public Emergency exists under this policy.

Teleconference means a conference with Participants in different locations linked by telephonic devices.

Videoconference means a conference with Participants in different locations linked by video or other electronic devices.

Section 3. Teleconference and Videoconference during Public Emergency.

Circumstances during a Public Emergency may make In-person Meetings impractical or impossible. This may be due to limited travel, limited person-to-person contact, or environmental or health concerns. The Village Board of Trustees, Village Committees, Village Commissions, and Village Board of Appeals (or a member of such body) may want to, or may be required to, perform Teleconference or Videoconference meetings to perform the necessary functions of the Village government. Teleconferences and Videoconferences shall not be used unless a Public Emergency has been determined by the Village President or designee.

Section 4. Authority to approve Teleconference or Videoconference meetings.

The scheduling of meetings of the Board of Trustees, Village Committees, Village Commissions (except for the Police and Fire Commission and the Village Board of Appeals) or attendance of a member of such a body via Teleconference or Videoconference during a Public Emergency shall be approved by the Village President, or in their absence, the Trustee designated by Resolution No. 2019-24, or in their absence, the Village Trustee with the most seniority on the Board of Trustees. The scheduling of meetings of the Police and Fire Commission or attendance of a member of said body during a Public Emergency via Teleconference or Videoconference shall be approved by the President of the Police and Fire Commission. The scheduling of meetings of the Board of Appeals or attendance of a member of said body during a Public Emergency via Teleconference or Videoconference shall be approved by the Chairperson of the Board of Appeals.

Section 5. Open meetings and public records laws.

All Teleconferences and Videoconferences are open to the public and shall comply with Wisconsin Open Meetings Laws. *See Wis. Stat. Ch. 19. See also Village Ordinance § 2-3-8.* Further, all Teleconferences and Videoconferences that create records as defined by Village Ordinance § 3-3-1(c) shall comply with Wisconsin Public Records Laws regarding public records. *See Wis. Stat. Ch. 19. See also Village of Caledonia Code of Ordinances Title 3, Chapter 3.*

Section 6. Posting and Notice.

Teleconferences and Videoconferences shall be posted in accordance with Village Ordinance § 2-3-6 and 2-3-7. All notices of Teleconference and Videoconference meetings shall include any access numbers and passwords, as well as any Videoconference applications or websites utilized for the meeting.

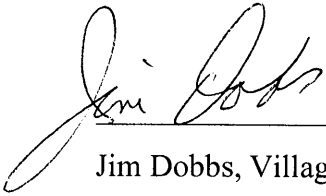
Section 7. Conduct by Participants.

Participants shall be respectful to other Participants in attendance during any Teleconferences or Videoconferences, including not speaking over one-another, not using foul or profane language or images, and muting any surrounding sound that may interfere with the meeting.

Section 8. Closed Sessions.

Closed sessions shall only use Teleconferences and Videoconferences by the Participants when an In-person Meeting is impossible. The Village Administrator shall ensure that Teleconferences and Videoconferences are private and that only Participants that are invited to the closed session are in attendance. Participants shall ensure that they are in a private location where other persons cannot hear or participate in the closed session meeting. Participants shall further ensure that all documents received and reviewed, and any notes created prior to or during the closed session, remain private and are not disclosed to other persons not in the closed session. The Clerk shall include these warnings in the notice for a Teleconference and Videoconference closed session.

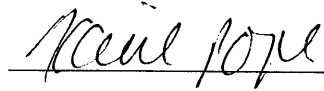
Approved on 6th day of April, 2020.



Jim Dobbs, Village President

4-30-2020

Date



Karie Pope, Village Clerk

4-30-2020

Date