**City of Kirkwood Virtual Board & Commission Meeting Policy**

Under Section 610.015 of the Missouri Sunshine Law provides that members of Boards & Commissions who are not physically present are able to participate and vote on all matters when an emergency exists and the nature of the emergency is stated in the minutes.

The U.S., and the World, is in a state of emergency due to the Coronavirus--Covid-19. The Missouri Governor and the County Executive directed all citizens to limit meetings and gatherings to a few people to avoid the spread of the Coronavirus. Therefore, members of Boards & Commissions can elect to participate in virtual meetings so that they are compliant with such Orders and for the public health and safety of each other and the general public.

The City of Kirkwood will provide a dedicated Zoom license for the purpose of conducting Virtual Board & Commission meetings. The following guidance for scheduling meetings will be followed:

1. Staff liaisons may schedule a Board or Commission according to the following guidelines:
	1. Meetings that are open to the public, with or without public comment, but do not include official public hearings may be scheduled without additional approval.
	2. Board and Commission meetings that have an advisory capacity to the City Council, or require a formal public hearing, must be approved by the Chief Administrative Officer and coordinated with the City Attorney to ensure all legal requirements are met.
	3. Should a conflict arise, the staff liaison may schedule a meeting using one of the other City Zoom accounts if there is no conflict with another previously scheduled meeting or webinar on the account.
	4. Staff liaisons should contact the Director of MIS if there is potential the number of attendees may exceed 100 so the Zoom license can be temporarily upgraded to accommodate the number of attendees. Once the meeting if adjourned, the staff liaison shall then contact the Director of MIS to notify them that the Zoom license can be set back to the original setting of 100 attendees.
2. Boards & Commissions that do not hold public hearings and/or accept public comments should be held via Zoom Meeting and Boards & Commissions that do hold public hearings and/or accept public comments should be held via Zoom Webinar.
	1. Zoom Meeting - Zoom meetings are intended to be collaborative events with all participants being able to screen share, turn on their video and audio, and see who else is in attendance. Meetings are ideal for hosting interactive sessions in which all participants are in control of their video and audio capabilities.
	2. Zoom Webinar - Zoom webinars are designed so that the host and any designated panelists (Board & Commission members) can share their video, audio and screen. Webinars allow view-only attendees (members of the public). The host can also unmute and mute individual attendees during public comment portions of the webinar. Webinars are ideal for large audiences or events that are open to the public.
3. All public Zoom meetings will need to be made accessible via internet-enabled device and telephone call-in options. Individuals wishing to attend the meeting can join the meeting live or watch the posted recording later. Live streaming meetings on social media platforms will be reserved for City Council meetings.
4. All Boards & Commissions should designate an individual that will not be heavily involved in the board or commission’s proceedings to act as the “host” of the meeting or webinar.
5. Boards & Commissions that normally record audio for posting on the City website should record the Zoom meeting in the cloud, and be downloaded from the cloud within 48 hours. The recorded meeting should then be posted on the City’s website in the same manner as recorded audio was previously posted.
6. Zoom meeting & webinar invitations received by board and commission members should not be forwarded or shared publicly.
7. Instructions for joining Zoom webinars should be included with your posted agenda and included within the meeting description on the City calendar. Scheduled Virtual Board & Commission meetings will be posted here on the City website:<https://www.kirkwoodmo.org/government/boards-and-commissions/virtual-b-c-meetings>
8. A prepared statement regarding the emergency situation that has led to the meeting being held in a virtual format must be read at the start of all meetings and must be included in all meeting minutes.