

**CALN TOWNSHIP
CHESTER COUNTY
PENNSYLVANIA**

RESOLUTION 2025-05

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CALN TOWNSHIP TO ESTABLISH RULES AND PROCEDURES FOR THE CONDUCT OF REMOTE AND HYBRID PUBLIC MEETINGS.

WHEREAS, the Caln Township Board of Commissioners desires to establish rules and procedures for the conduct of its remote and hybrid public meetings in the interest of effective and efficient government; and

WHEREAS, the Board of Commissioners desires the public have access to meetings which provide for timely consideration of agenda items of interest to all members of the community; and

WHEREAS, the Board of Commissioners deems the following rules and procedures to further the goals of the Township.

NOW, THEREFORE, BE IT RESOLVED that the order of business of public meetings that provide a remote or hybrid option, will be conducted in the following manner;

Section 1. Use of Hybrid Means for Public Meetings:

(1) Hybrid Meetings with Remote Participation by Members of the Board of Commissioners.

Members of the Caln Township Board of Commissioners are expected to be physically present for all public meetings except when being physically present is not practicable for one or more Commissioner. Circumstances under which physical presence for one or more members of the Board is not practicable are limited to:

- i. Illness or other physical conditions, or temporary absence from Caln Township, that causes the member of the Board to face significant difficulties traveling to and attending the public meeting in person; or
- ii. Providing a reasonable accommodation to a member of the Board with a disability.

A Commissioner who believes it is not practicable, as set forth above, for him/her/them to attend a meeting in person shall notify the President of the Board (or in his/her/their absence, the Township Manager), of the existence of such circumstance as far in advance as possible.

(2) Hybrid Meetings with No Remote Participation by Members of the Caln Township Board of Commissioners.

- i. Caln Township is not required by law to offer this type of meeting format but will endeavor to conduct a hybrid meeting, even in situations when there is no remote participation by individual members of the Board of Commissioners, as often as practicable when the Board meets in the Commissioners Meeting Room at the Caln Township building.

(3) Hybrid Meetings with Public Participation and Public Comment.

- i. The identified individual requesting remote public comment will be asked to unmute and be granted the opportunity to remove the mute function on their personal device.
- ii. Each individual providing public comment will provide his/her/their name and address for the record and will be provided an equal amount of time to speak on the requested topic as provided to those attending in person.
- iii. Upon the conclusion of the remote public comment, members of the public attending remotely will reactivate the mute function on their personal device for the remainder of the hybrid meeting.

(4) Hybrid Meeting Requirements. Any hybrid meeting must comply with the following.

- i. The technology means used by the Township must allow all members of the public participating in the meeting to hear, or see and hear, all members of the Board and any other public speaker;
- ii. Each Commissioner who is participating in the meeting must be able to hear and speak to all other members of the Board and must be heard by members of the public attending and observing the meeting, during the meeting;
- iii. Any member of the Board participating in a meeting by remote means shall be considered present at the meeting for the purpose of determining compliance with the quorum and voting requirements;
- iv. At the start of the meeting, the President of the Board shall announce the names of any Commissioners participating by remote means and state the reason therefore;
- v. The President of the Board or the remote means facilitator must be able to unmute and identify each speaker, and/or read public comment into the record at the appropriate time during the meeting;
- vi. All hybrid meetings shall be recorded by audio or video recording technology, and the Township shall make the recordings of the meeting available to the public as soon as practicable after the meeting.

(5) Disruptions and adjournment.

If during the conduct of a hybrid meeting, the meeting is interrupted through disruption or glitches in the technology, the meeting shall be automatically recessed for up to 5-minutes to attempt to restore communications. If the meeting being conducted has an absence of remote participation by individual Commissioners, and a remote connection to the public location identified in the advertised meeting notice is interrupted or lost, the meeting may continue at the public location at the discretion of the Board of Commissioners.

Section 2. Other Township Boards and Committees.

Any board, commission, or authority may adopt this Policy, with the name of the board being substituted for that of the Board of Commissioners. Any such board may also choose to approve a separate policy for the use of remote means, provided that said policy complies with all applicable Commonwealth statutes and township ordinance. Such policy must be approved by a vote of a majority of the members of said board and approved by the Caln Township Commissioners.

This Policy shall also apply to any board that does not adopt a written hybrid meeting policy. For any board that does not adopt a written hybrid meeting policy, unless the context dictates otherwise, references in the Policy to the Board of Commissioners shall mean the board, and references to a Commissioner shall mean a board member.

RESOLVED this 30th day of January 2025 by the Caln Township Board of Commissioners.

ATTEST

ON BEHALF OF
CALN TOWNSHIP
BOARD OF COMMISSIONERS

Don Vymazal
Township Secretary

Paul Mullin, President

Joshua B. Young, Vice-President

Jane Kennedy, Commissioner

Lorraine Tindaro, Commissioner

Mark Evans, Commissioner

