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M E M O R A N D U M

DATE: August 15, 2023
TO: Mayor Pachota and City Council Members
CC: Ed Lavallee, City Manager
Kelly Michaels, City Clerk
FROM: Kelly M. Fernandez, City Attorney
SUBJECT: Resolution Revising Meeting Attendance Policies

Based on direction provided at the July 11th City Council meeting, Resolution 2023-32 has been prepared revising the attendance policies for City Council. For clarity, below are the revisions that are contained within Resolution 2023-32.

SECTION 1. As used in City Charter Section 3.07(b)(4), “attend” shall mean being present at ~~the~~ meeting occurring on a regularly scheduled Tuesday or Wednesday for the entire duration of the meeting, but shall not include being present at any portion of a regular meeting continued to a date other than a regularly scheduled Tuesday or Wednesday.

SECTION 2. Any councilmember who cannot attend any portion of a regular meeting of the city council shall so notify the Clerk’s Office as soon as practicable, preferably before the start of the

Lakewood Ranch
6853 Energy Court
Lakewood Ranch, Florida 34240

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236 Pedro Street
Venice, Florida 34285

meeting, along with the reason for such absence if excusal is desired. A city councilmember shall be excused from attendance ~~by, without a vote of~~ the City Council, if the reason for absence is one identified in Section 2-75(f) of the City Code. If the reason for absence is other than one identified in Section 2-75(f), a vote of City Council shall be required for the absence to be deemed excused.

SECTION 3. A councilmember may attend a regular or special meeting remotely by electronic means with the same participation rights and voting privileges as though physically present, and be deemed excused from in-person attendance, provided all the following criteria are met:

1. There is a quorum physically present at the meeting location.
2. The councilmember has provided notification to the city clerk of the inability to attend in person along with the reason for such request as soon as practicable before the start of the meeting.
3. The councilmember can be visible and audible to and from the members present at the meeting and the audience. For quasi-judicial matters, any councilmember appearing remotely must be and remain visible for the entire agenda item.

The City Council may vote to prohibit a councilmember from attending a regular or special meeting remotely by electronic means if City Council believes there is not good cause for the failure to be physically present.