

Town of North Topsail Beach

Daniel Tuman, Mayor
Joann M. McDermon, Mayor Pro Tem
Aldermen:
Mike Benson
Tom Leonard
Richard Peters
Walter Yurek



Steven H. Foster
Interim Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

TOWN OF NORTH TOPSAIL BEACH POLICY FOR REMOTE PARTICIPATION BY BOARD MEMBERS FOR BOARD OF ALDERMEN MEETINGS

This Policy is established by the Board of Aldermen of the Town of North Topsail Beach, NC for the purpose of defining the circumstances for allowing a Board Member to remotely attend and participate in official meetings and briefings. Remote attendance and participation shall be subject to the following rules and procedures:

1. Remote (either audio or audio/visual) participation may be used only in limited circumstances. The Mayor (or Mayor Pro Tem when acting as Chairman in place of the Mayor) may not participate remotely to chair meetings. The Mayor may attend a meeting remotely and, if recognized by the Chair of the meeting, engage in Board discussion. The Mayor shall not be permitted to cast any votes to break ties when attending a meeting remotely as such is part of Mayoral duties when chairing a meeting. A Board Member desiring to participate in a meeting remotely must assert one or more of the following four (4) reasons for being physically unable to attend the meeting:
 - a) Personal illness or disability;
 - b) Employment purposes;
 - c) Family or other emergency; or
 - d) To participate in other scheduled Town related meetings which make it logistically impossible to attend the Board meeting.
2. Remote participation may be allowed only during open sessions when a quorum of the Board is physically present at the meeting and the Board Member participating remotely is not necessary to establish a quorum.
3. Remote participation shall not be allowed during the following:
 - a) Quasi-judicial proceedings; and
 - b) Closed sessions
4. A Board Member desiring to participate in a meeting remotely must notify the Town Manager or Town Clerk of the need for remote participation and request approval by the Mayor of his/her remote participation at least 24 hours prior to the start of the

meeting, unless advance notice is impractical.

5. At the start of the official meeting and prior to participating in deliberations, the Mayor shall announce that a Board Member is participating remotely. Such Board Member shall identify himself/herself and state the reason that he/she is participating remotely.
6. A Board Member participating remotely shall be allowed to participate in all open session Board briefing discussions and open session official Board meeting discussions with the exception of quasi-judicial hearings. A Board Member participating remotely shall be able to vote on matters allowed under the policy.
7. A Board Member participating remotely shall be provided with all documents to be considered during the meeting.
8. A Board Member participating remotely shall participate via simultaneous and/or electronic communication and must be fully heard and if possible seen by other members of the Board and any other individuals in attendance at the official meeting. Use of telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another is necessary. If clear audio is not available, the Mayor (or acting Chair) may elect to disallow or discontinue the remote participation.
9. A Board Member participating remotely shall provide a voice vote which can be heard and recorded if participating by telephone and shall provide a voice and hand vote if participating by video.
10. Board Members (and the Mayor) may only be permitted to participate remotely two (2) times per calendar year (January to December).
11. If two members of Board plan to remote in to any one meeting then both must do so in manner in which they can be seen (video) and heard (audio).