



**SPECIAL MEETING-MARCH 20, 2020-3:00 P.M.  
PITTS CENTER-5377 N VIRGINIA DARE TRAIL, SOUTHERN SHORES NC 27949**

1. Opening – Mayor Bennett
  - A. Call Meeting to Order
  - B. Pledge of Allegiance
  - C. Moment of Silence
  
2. Mayor Bennett - Purpose of Special Meeting -  
The specific purpose of the Special Meeting for Friday, March 20, 2020 at 3:00 pm are listed as follows:
  - Cancel the previously scheduled March 24, 2020 budget work session;
  
  - Consideration of amendments to the Council’s Rules of Procedure allowing for cancellation or rescheduling (with appropriate notice) of meetings by the Mayor or any two Council Members during declared emergencies; and
  
  - Consideration of adoption of a policy for managing meetings with electronic participation of Council Members;
  
3. Council Deliberation (Council may take action on matters within the purview of the Purpose of the Special Meeting.)
  
4. Adjourn

Rule      Recessed & Cancelled Meetings

(a) Calling Recessed Meetings. When conducting a properly called regular, special, or emergency meeting, the Council may recess the meeting to another date, time, or place by a procedural motion made and adopted, in open session. The motion must state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will reconvene.

(b) Notice of Recessed Meetings. If the Council has a website maintained by one or more city employees, notice of the recessed meeting's date, time, and place must appear on the website prior to the meeting. No further notice of a properly called recessed meeting is required.

(c) Cancelling Meetings due to Declared Emergencies. The Mayor, the Mayor pro tempore or any two members of the Council may cancel or reschedule any regular, special, or emergency meeting during declared emergencies. Notice is to be provided (a) to the Mayor and each Council member; (b) posted on the Council's principal bulletin board, or if none, at the door of the Council's usual meeting room; (c) posted on the Town website; and (d) emailed to each newspaper, radio station, television station, and person who has filed a written request for notice with the Town Clerk.

## **Electronic Participation in Town Council Meetings**

The Southern Shores Town Council is committed to conducting its meetings in compliance with the North Carolina Open Meetings Law. To enable all Council members to participate fully in Council meetings, the following requirements shall apply whenever a Council member can only participate in a Council meeting through electronic means:

1. A quorum of the Council must be physically present for the meeting.
2. The remote participant must be able to hear the Council's discussion and any presentations made to the Council during the meeting.
3. Technical arrangements must be made so that the remote participant's comments can be heard by all present for the meeting, including the public.
4. The remote participant must notify the Town Clerk sufficiently in advance of the meeting to ensure that all requirements for remote participation, including technical and equipment needs can be addressed in advance of the meeting.
5. The remote participant may not vote on any matter.
6. The remote participant will not be included in determining whether a quorum is present for the meeting.
7. The remote participant may not participate in a closed session.
8. The remote participant may not participate in any quasi-judicial proceeding.
9. The Board minutes must reflect that the remote participant was not physically present.
10. A Board member is discouraged from participating remotely in more than 3 regular Board meetings in a 12-month period.
11. In the event of a declared State of Emergency and/or when public health or safety may be affected by the presence of Council Members in the same meeting room, the Council may meet electronically pursuant to this policy without a quorum physically present in the Council chambers and participants may vote on matters before the Council. For such meetings, the Council should take reasonable precautions to limit voting actions to those items which must be voted on at that time or within the time that an in-person meeting could safely and conscientiously occur. The Council should also consider taking action at the next in-person meeting to ratify any actions taken electronically under this provision which occurred without a physically present quorum and without all the necessary votes for the action physically present in the Council chamber.