

REMOTE PARTICIPATION POLICY

The purpose of this Remote Participation Policy is to promote full participation of commissioners while ensuring access and transparency for the public. The City of Detroit Building Authority (DBA) encourages all of its commissioners to regularly attend meetings at the location specified in the applicable public notice; however, the DBA understands that certain circumstances may arise from time to time that make physical presence at a meeting difficult or impossible. Consequently, subject to the approval of the Board of Commissioners of the DBA, the staff of the DBA has adopted the following administrative policy regarding remote participation:

- 1) Commissioners who participate remotely and all persons present at the meeting location must be clearly audible to each other.
- 2) Commissioners who participate remotely are permitted to vote.
- 3) There are five (5) permissible reasons for remote participation. The chair (or other person chairing the meeting) must make a determination that one or more of the following factors make the commissioners' physical attendance unreasonably difficult:
 - (a) personal illness;
 - (b) personal disability;
 - (c) emergency;
 - (d) military service; or
 - (e) geographic distance.
- 4) At the start of the meeting, the chair (or other person chairing the meeting) must announce the name of any commissioner who will be participating remotely and the reason. All votes must be taken by a roll call and reflected in the minutes.
- 5) A sworn affidavit from each commissioner participating remotely shall be attached to the minutes for that meeting. The affidavit shall substantially be in the form attached hereto as Exhibit A.
- 6) The DBA may use any technology that enables the remote commissioner and all persons present at the primary meeting location to be clearly audible to one another, including telephone, Internet, satellite-enabled audio or video conferencing. If video technology is used, the remote commissioner must be clearly visible to all persons present in the meeting location.
- 7) Accommodations must be made for any commissioner who requires TTY service, video relay service, or other form of adaptive telecommunications. Text messages, instant messaging, email and web chat, without audio, are not acceptable methods of remote participation.
- 8) A commissioner shall not be permitted to participate remotely in a closed session or quasi-judicial hearing.
- 9) A commissioner shall not be permitted to participate remotely more than twice annually.
- 10) Under no circumstances shall a meeting occur in which all of the commissioners participate remotely.

Exhibit A

Sworn Affidavit

The undersigned, being first duly sworn, deposes and states:

1. That the undersigned is an active commissioner of the Board of Commissioners for the City of Detroit Building Authority, a Michigan public body corporate.
2. That the undersigned participated remotely in the public meeting of the City of Detroit Building Authority held on _____, 20__ at _____am/pm located at _____.
3. The undersigned hereby acknowledges that the City of Detroit Building Authority is placing material reliance upon the representations rendered herein.

By: _____

Printed Name: _____

Dated: _____, 20__

The foregoing instrument was acknowledged before me this ____ day of _____, 20__
by _____.

Notary Public

_____ County

State of _____

Acting in _____ County

My commission expires: _____