

Ordinance O-21-29

ORDINANCE CREATING SECTION 2.02.160 OF THE WAUWATOSA MUNICIPAL CODE ALLOWING THE COMMON COUNCIL, STANDING COMMITTEES AND OTHER CITY BOARDS AND COMMISSIONS TO HOLD ELECTRONIC MEETINGS

The common council of the City of Wauwatosa do hereby ordain as follows:

Part I. The first sentence of Section 2.02.070 of the Wauwatosa Municipal Code of Ordinances is hereby amended to read in its entirety as follows:

Except as provided in Section 2.02.160, below, the common council shall meet in the City Hall on the first and third Tuesday of each month at seven-thirty p.m., except during the month of August when one common council meeting shall be held on the first Tuesday of the month, and at such other times as may be declared by the common council.

Part II. The first sentence of Section 2.02.120 of the Wauwatosa Municipal Code of Ordinances is hereby amended to read in its entirety as follows:

Except as provided in Section 2.02.160, below, the standing committees of the common council shall meet in the City Hall on the second and last Tuesday of each month, not earlier than six p.m., except during the month of August when no committee meetings shall be held, except for the financial affairs committee which may meet as necessary during the budgetary process, except for a committee meeting immediately prior to a meeting of the common council, and except as otherwise declared by the common council.

Part III. Section 2.02.160 of the Wauwatosa Municipal Code of Ordinances is created to read in its entirety as follows:

Section 2.02.160 - Remote Electronic or Virtual meetings

A. Following any declaration of emergency within the City, or in other circumstances where in-person attendance may be impossible or impracticable, and in lieu of meeting in person at City Hall, any two of the following individuals: the Mayor, Common Council President and City Administrator, may declare that the "location" of any meeting, including any Special Meeting, of the Common Council or its standing committees, shall be conducted entirely virtually or in a "hybrid" format which would include attendance and participation by some or all members via two-way video connection, and which may be viewed or participated in by the public via telephone, video, or other appropriate means. Whenever possible, such meeting shall require not less than forty-eight hours' advance notice to be published and in all instances shall be conducted in a manner consistent with the provisions of the Wisconsin Open Meetings law.

B. All members of the common council or standing committee shall be provided the capability to hear one another or otherwise communicate with one another during the conduct of the meeting, and to hear or read all discussion, comment, and testimony in a manner designed to provide greatest amount of openness and participation. A two-way video connection shall be utilized by any member(s) appearing in this manner.

C. Members of the public shall be able to hear or read all discussion, testimony and votes, in a manner designed to provide maximum notice and openness. For meetings or hearings requiring

public commentary or input, a method shall be utilized to assure that such comment or input shall be received in a timely manner by the members of the common council or committee.

D. Attendance by any or all members in the manner described above shall be considered the same as physical presence at the meeting for purposes of counting toward quorum and the ability to cast a vote at the meeting. All non-unanimous votes shall be recorded via a roll call during such meetings.

E. Minutes and results of the meeting conducted by telephone, video, or other means are to be taken and promptly recorded, and such records are open to public inspection. Any audio or video recording of the meeting shall be made available, if such recording is available, as soon thereafter as is practicable.

F. For any meeting not conducted entirely via telephonic or electronic means as described above, any individual member may request the opportunity to appear in the above manner due to unusual or unavoidable circumstances, with consent of the meeting's chair, which consent shall not be unreasonably withheld.

G. Other Boards and Commissions performing business for or on behalf of the City of Wauwatosa, including citizen commissions, shall be permitted and encouraged to conduct meetings in the manner described above, provided such meeting procedure is approved pursuant to the rules of said committee, board or commission, and further provided that staffing and facilities are available to support the conduct of a meeting in such manner. Recordings of such meeting shall be made available whenever possible, and shall be utilized as training for future committees to conduct such meetings in an appropriate manner.

Part IV. This ordinance shall become effective on and after its date of publication.

Passed and Dated December 21, 2021

Introduced: December 7, 2021

Referred to originating committee



City Clerk

Approved December 21, 2021

Adopted: December 21, 2021



Mayor