



TRUCKEE TAHOE AIRPORT DISTRICT

AGENDA TITLE: Virtual Meeting Guidelines

MEETING DATE: May 05, 2020

PREPARED BY: Lauren Tapia, HR Manager / District Clerk

DISCUSSION: On March 17, 2020, Governor Newsom issued Executive Order N-29-20 (amending Executive Order N-25-20 in part), which allows local or state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically without violating the open meeting laws found in the Bagley-Keene Act or the Brown Act. An electronic web URL must be posted on the meeting Agenda for the general public to access. The order also allows for a public body to receive public comment electronically. For this meeting, and subsequent all future meetings, it is/will be agendized that ACAT will receive public comment via text.

Roll call vote will be utilized for any action taken. Staff also directs ACAT Members to be called in the following order for Member questions and comments:

- Chair Diamond
- Member Golden
- Member Caldwell
- Member Lorenz
- Member Rohlf
- Member Larson

Utilizing this standardized method will help create order, efficiency and cause less confusion to the general viewing public during the virtual meeting. Staff asks that ACAT Members please silence any background noise, phones, and devices. When not speaking you may be muted by staff if disruptive noises occur. Please do not stream the meeting on multiple devices. Instead of sharing our screen when presenting information, we will have each ACAT Member follow along with items as posted to our website, if an ACAT member does not have an additional device to pull up the posted items, staff recommends those ACAT members print the posted items prior to the start of the meeting. Each presenter will reference the document and page number during their presentation. ACAT Members will observe the presenter through Zoom not the material being presented.