**GUIDELINES FOR NOTICING AND CONDUCTING OPEN PUBLIC MEETINGS DURING THE OPMA SUSPENSION PERIOD ESTABLISHED IN PROCLAMATION 20-28 ISSUED BY GOVERNOR INSLEE**

On March 24, 2020, Governor Jay Inslee issued Proclamation 20-28, which waived and suspended any in-person meeting requirements of the Open Public Meetings Act (OPMA) through at least April 23, 2020. Pursuant to the Proclamation, the following restrictions and requirements are imposed for the conduct of any meeting under the OPMA, which shall include all meetings of the City Council and of City boards and commissions.

* All public meetings held pursuant to the OPMA are prohibited unless the meeting is not conducted in-person and instead provides an option for the public to attend.
* The option for the public to attend must include telephonic access with some arrangement for a call-in number similar to a conference call, which provides the ability for all persons attending the meeting to hear each other at the same time.
* Additional forms of access are allowed including electronic, internet or other forms of remote access.
* Regular meeting notices and any special meeting notices need to be issued with the remote access information.
* Meeting notice(s) will need to inform the public that, temporarily, their ability to attend such meeting(s) is remote only, and that in-person attendance is not permitted at this time.
* Public agencies are prohibited from taking any action during these meetings unless those matters on the meeting agenda are necessary and routine matters or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency.
* An agenda item is necessary if there is a legal obligation, advice or authority to take the action or if there is a legal or financial consequence for not taking the action. Action on the item should be postponed if the matter can wait.
* An agenda item is routine if the activity is routinely undertaken at a public meeting pursuant to regular procedures or policies.
* Public meetings should be postponed until a later date if possible and agenda items should be limited to necessary and routine matters.

The guidelines set forth above do not apply to staff meetings or other meetings that are not governed by the OPMA. Such meetings not governed by the OPMA can be conducted by whichever type of remote access works best for the department/staff needs.

Once the Governor’s suspension of the OPMA meeting requirements is lifted, meetings will be held consistent with the OPMA, including a physical meeting location for the public to attend. However, use of remote technology such as telephone conference calls can still be used for members of the public agency attending the meeting as well as for staff in the same manner currently allowed by the OPMA.

The attachments of these guidelines include 1) a sample special meeting notice incorporating the temporary OPMA requirements, 2) the March 26, 2020 updated general guidance from the Attorney General’s Office and 3) the March 25, 2020 MRSC article.

Please contact Mike Piccolo (625-6237) in the City Attorney’s Office or Terri Pfister (625-6354) in the City Clerk’s Office if you have questions.

**REGULARLY SCHEDULE MEETING OF THE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OF THE CITY OF SPOKANE**

**MEETING NOTICE OF APRIL \_\_, 2020 at \_\_\_\_ p.m.**

Notice is hereby given that, pursuant to Governor Jay Inslee’s Proclamation 20-28, dated March 24, 2020, all public meetings subject to the Open Public Meeting Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until at least April 23, 2020.

The regularly scheduled meeting of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_ p.m. on April \_\_\_, 2020 will be conducted remotely. **The public will be able to listen to the meeting by calling \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and entering the access code \_\_\_\_\_\_\_\_\_\_ when prompted.** Public testimony will not be permitted during the meeting.

\*\*\* Depending on the board or commission, the following language may be added.

The public is also encouraged to view the meeting live on Channel 5 or at my.spokanecity.org/citycable5/live.