

Considerations for holding official meetings virtually

Let us help you get connected

This document contains key considerations when holding an official meeting virtually. Be sure to consult with your city attorney on any legal aspects pertaining to this information.



Public notices

Meeting notices and public hearings should be published to:

- Official newspaper designated for legal notifications
- Website
- Social media platforms
- Physical posting at city/township hall

For actions requiring mailings, include how residents can submit public comment. Be sure to include meeting identification numbers, call-in number, and the platform being used.



Considerations

- Prior to the start of the meeting, ask the public to state their name, address, and if they have a specific question or agenda item on which they wish to speak
- Roll call vote for every motion
- Record meeting (audio and visual)
- Read any comments aloud that are submitted in chat features during the public forum or public hearing portion of the meeting
- Provide a toll-free phone number for those without a computer
- Post full agenda on the website

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Platform options for virtual meetings

The following list includes platforms to support virtual meetings. The list is not all inclusive and some may charge a fee.

- Zoom
- WebEx
- Microsoft Teams
- Google Hangout



Additional resources

Consider approving a declaration stating all meetings will be conducted via telephone or other electronic means. The link below was published by the League of Minnesota Cities and includes resources to assist cities in declaring a local emergency and holding meetings by electronic means.

Emergency Declaration and Electronic Meetings

Model Declaration of Local Emergency by Mayor

Model Declaration for Electronic Meetings

Model Resolution Extending Public Emergency

Model Public Notice of Telephone or Electronic Meetings