



CITY OF SAINT PAUL
Melvin Carter, Mayor

25 West Fourth Street
Saint Paul, MN 55102

Telephone: 651-266-9078

Heritage Preservation Commission Policy #20-001

Online/Virtual Meeting Policy and Procedure

Effective: April 20, 2020

Amended: xxxxxxxxx

Online/virtual meetings are only utilized when a declared State of Emergency in the State of Minnesota or an Emergency Declaration by the City of Saint Paul and it has been determination that it is not practical nor prudent for the City of Saint Paul Heritage Preservation Commission to hold in-person meetings pursuant to Minnesota Statutes, Section 13D.02.

The Heritage Preservation Commission endeavors to treat all with dignity and respect, regardless of their race, religion, gender, ethnicity, age, or ability.

One week before the meeting

1. Staff organizes the ~~Skype virtual~~ call via a meeting request, with link to the published packet
 - a. Invites all Commissioners via email with ~~Skype a call-in~~ number and meeting ID.
 - b. Invite applicants via email with ~~Skype a call-in~~ number and meeting ID.
 - c. Invite any known stakeholders to the meeting via email with ~~Skype a call-in~~ number and meeting ID. Alternatively, stakeholders can submit written comments to staff for consideration by the commission. (see HPC testimony policy 17-004)
 - d. ~~Skype a call-in~~ number and meeting ID is ~~added to the agenda, sent out via Saint Paul Early Notification Service (ENS) and posted on the website~~ www.stpaul.gov/HPC one week prior to the meeting.

Fifteen minutes before the meeting

1. The HPC meeting does not officially start until 3:30pm, however the virtual meeting platform will be opened at 3:15pm to allow time to connect.
 - a. Staff can answer technical questions, ~~but no other conversation will be allowed~~ prior to the start of the meeting.
2. ~~Commissioners can click on the 'Join Skype' meeting link on the meeting email.~~
 - a. ~~Alternatively, commissioners may dial in to the phone number and pin provided in the Skype meeting notice (audio only).~~

During the meeting

1. Chair will call the meeting to order and ask all commissioners, staff, applicants and public to mute their microphone.
2. Chair will conduct an audio roll call of commissioners.
3. Agenda will be handled as usual and according to existing HPC policies and procedures.
4. Public Testimony: Public will be called on if they wish to testify (audio only). Public will identify their self ~~with the last 3 digits of their phone number~~, first and last name and full address. Public will not have access to show anything on the Skype computer screen. Any items for the commission to consider must be submitted to staff in advance.
5. Staff will ~~write and post the motion that is being considered on the Skype~~ HPC agenda on the meeting screen. No other information will be shown on the meeting screen.

6. Vote: Commission vote will be audio only. Chair will conduct an audio roll call of commissioners to state their vote"

Online/Virtual Meeting Policies

1. The agenda and all materials used or discussed will be available on the website at www.stpaul.gov/HPC prior to the meeting. ~~These will be the only visuals used during the online/virtual meeting.~~
2. The entire meeting is recorded and part of the open public record.
3. Microphones are to be muted unless recognized to speak.
4. Commissioners and staff must state their name before speaking.
5. Applicants must state their name and address before speaking.
6. Public testifying to the commission must identify their self with ~~the last 3 digits of their phone number,~~ first and last name and full address.
7. If commissioners or staff are accessing the meeting via ~~Skype on~~ a computer, the chat function can be used:
 - a. To ask a question.
 - b. Notice that you wish to speak.
 - * Remember that the chat function is part of the official meeting recording.
 - ** This is only available to commissioners or staff.

Application & Hardware

Meeting will be conducted using ~~Skype for Business~~ **City of Saint Paul approved program**. Commissioners and staff may call into the meeting using a phone if they do not have computer or ~~Skype~~ availability.

* If you experience audio problems close and rejoin the ~~Skype~~ meeting.

- End -

04/01/2020
12/09/2020