

PROCEDURES FOR VIRTUAL PUBLIC MEETINGS

- 1. Notices.** In addition to the usual contents of the notice of the hearing, notices should include a provision directing members of the public who want to participate in the hearing to submit a Statement of Appearance (supplied in-person and on-line), at least 7 calendar days before the hearing. Failure to comply with this requirement will preclude public participation during the hearing. The Statement of Appearance should include their contact information to facilitate participation by telephone conference call. The notice should also require the submission of any written documentation, including any written statement for or against the request, at least 7 calendar days before the hearing to facilitate the inclusion of the documents in the record, dissemination to the Taos County Planning Commission, and posting on the website. Failure to comply with this requirement will result in the documents not being included in the record and, furthermore, not be considered by the Taos County Planning Commission in rendering its decision. A person may choose to submit a written statement under these procedures and not have to participate in person at the hearing.
- 2. Manner of Participation.** The meetings will be conducted via interactive streaming media software and the meeting also will be “live streamed”. The interactive streaming media software utilized by the Taos County Planning Commission will be limited to only the planning commissioners. Any participation by the applicant, other parties or the public will be either through written communication and/or telephone conference call. In accordance with Attorney General’s guidance, meeting participation shall be regulated as follows:

 - a. At the start of the meeting, the chair should announce the names of the members of the Taos County Planning Commission participating remotely.
 - b. All speakers, including members of the Taos County Planning Commission must identify themselves whenever they speak and must be clearly audible to the members of the Taos County Planning Commission and to the public.
 - c. The chair should suspend discussion if the audio or video is interrupted.
 - d. All voting should be done by roll-call vote.
 - e. The Taos County Planning Commission should produce and maintain a recording of the open session of the meeting.
- 3. Conduct of Meetings.** To the extent possible, meetings should be conducted in the same manner as before, with the exception that participation (during the meeting) will be limited to the applicant, those individuals that have submitted a timely Statement of Appearance and persons or entities defined as a “party” or “interested party” in Article 2 of Taos County’s Land Use Regulations, or in Article 2 of Taos County’s Subdivision Regulations respectively.
- 4. Closed Sessions.** Closed sessions, when appropriate, may be held by separate, closed conference call. Members of the Taos County Planning Commission shall ensure the privacy of the conference call. To that end, each member should be the only person in the room when they participate in the call. Section 6 of the Taos County Planning Commission’s Open Meetings Act still applies and must be followed.