

**Village of Golf Manor**

**Office of the Mayor**

**ORDER**

Following the direction of Governor Dewine, the opinion of Ohio Attorney General Yost, and the consultation of our Village legal counsel Terry Donnellon, I am issuing the following Order covering public meetings of Council, as well as Committee and Commission meetings of Golf Manor's municipal government.

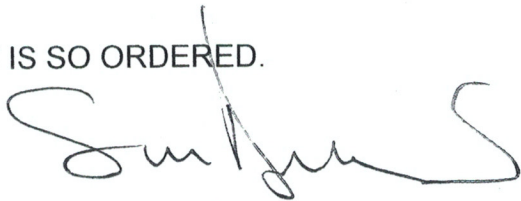
I am directing that all Council Meetings, as well as any Committee Meetings or Commission Meetings, which must be held during the Governor's declared Emergency, be held by videoconference and/or teleconference.

The procedure will be as follows:

- The Village administration will establish a videoconferencing link, and/or a conference call telephone number, to be published on the official bulletin board as well as the official webpage for the Village, providing sufficient notice for the public to access any of these meetings.
- The Village administration will also provide this information via email to the members of each Council, Commission, or Committee meeting, with sufficient notice for them to access these meetings.
- Whenever a videoconference link is made available, a conference call telephone number will also be made available, such that members of the public who do not have videoconferencing capabilities shall still be able to witness the public meeting by dialing in using their phone.
- There will also be a physical location designated by the administration where the meeting will be broadcast such that members of the public, seated at least 6 ft apart (to comply with recommendations of the Ohio Department of Health), may freely listen to the meeting without having to own or purchase a phone. This requirement is void if superseded by a higher authority, such as if the Governor orders the closure of all public buildings.
- Quorum for each meeting will be verified via roll call at the beginning of each meeting as well as at random times throughout each meeting.

- All action items which can reasonably be postponed from meeting agendas will be, until after the State of Emergency. The Mayor will confer with the Chair of each meeting in determining which meetings can or should not be cancelled.
- We will encourage public participation but we will also recognize that in this State of Emergency participation may be limited to properly address the necessary business of the meeting. As such, the Presiding Officer of each public meeting may ask the public to submit their comments in writing or defer the comments to a later time.
- For the March 23rd Council meeting, I will be limiting public comment to those persons who have registered to address Council in advance consistent with our Rules of Council. With this emergency notice, I will extend registration for public comment until noon March 23rd.
- We will continue to assess the situation for upcoming meetings during the State of Emergency and will post links to these meetings on the official bulletin board and webpage of the Village. Aside from the upcoming March 23rd Council meeting, I will issue a separate Order for all future Council, committee, and commission meetings, to designate the date, time, and method(s) of accessing those meetings.
- This Order will remain in place until the end of the State of Emergency issued by the Governor, currently anticipated as April 30th, 2020. It may be terminated earlier or extended if the Governor's Declaration of Emergency is terminated or extended.
- This Order will commence immediately and apply to all our meetings moving forward, including our March 23rd full council meeting at 7pm. The conference call phone number for the March 23rd meeting will be 305-848-8888. Press 1 when prompted. Enter Conference Number 890-531-7491# No pin number required. Announce yourself when connected.

IT IS SO ORDERED.

A handwritten signature in black ink, appearing to read 'Stefan C. Densmore', written over the printed name below.

Stefan C. Densmore

Mayor, Village of Golf Manor Ohio