

**RESOLUTION NO. 2024-016**

**A RESOLUTION ESTABLISHING THE USE OF DIGITAL VIDEO CONFERENCING**

**WHEREAS**, the City of Diamondhead City Council conducts all of its meetings pursuant to Arkansas Statue A.C.A. 25-19-106 Open Public Meetings as presented here in part:

**(a)** Except as otherwise specifically provided by law, all meetings, formal or informal, special or regular, of the governing bodies of all municipalities, counties, townships, and school districts and all boards, bureaus, commissions, or organizations of the State of Arkansas, except grand juries, supported wholly or in part by public funds or expending public funds, shall be public meetings.

**(d)**

**(1)** All officially scheduled, special, and called open public meetings shall be recorded in a manner that allows for the capture of sound, including without limitation:

**(A)** A sound-only recording;

**(B)** A video recording with sound and picture; or

**(C)** A digital or analog broadcast capable of being recorded.

**(2)** A recording of an open public meeting shall be maintained by a public entity for a minimum of one (1) year from the date of the open public meeting.

**(3)** The recording shall be maintained in a format that may be reproduced upon a request under this chapter.

**(4)** Subdivisions (d)(1) and (2) of this section do not apply to:

**(A)** Executive sessions; or

**(B)** Volunteer fire departments.

**(e)**

**(1)** If the Governor declares a disaster emergency under the Arkansas Emergency Services Act of 1973, § 12-75-101 et seq., a public entity may assemble, gather, meet, and conduct an open public meeting through electronic means, including without limitation by:

**(A)** Telephone;

**(B)** Video conference; or

**(C)** Video broadcast.

**(2)** If an open public meeting is held under subdivision (e)(1) of this section:

**(A)** The public may attend the open public meeting using electronic means; and

**(B)** Notice of the method the public may attend the open public meeting shall be published with the notice of the open public meeting.

(3) Physical presence of the public or of an individual member of the public entity at the open public meeting is not required under this subsection.

(4) The open public meeting shall be recorded in the format in which it is conducted, including without limitation:

(A) A sound-only recording;

(B) A video recording with sound and picture; or

(C) A digital or analog broadcast capable of being recorded.

(5) A public entity shall maintain the records of an open public meeting held under this subsection for a minimum of one (1) year from the date of the open public meeting.

**WHEREAS**, the Video Conferencing Broadcasting applications are subject to technology limitations difficulties which make it impossible to achieve 100% reliability in assuring the public's ability to attend and/or participate in the City Council's meetings through these means; and

**WHEREAS**, The Diamondhead City Council wishes to conduct open public meetings pursuant to A.C.A. 25-19-106 (d)(1)(C) through electronic means utilizing a Video Conferencing Broadcasting application as a courtesy to the public under a modified process.

**NOW BE IT RESOLVED BY THE DIAMONDHEAD CITY COUNCIL THAT:**

The following Video Broadcasting Conferencing session guidelines will be implemented:

The Video Broadcasting Conferencing session Internet access link, meeting ID, pass-code and direct dial information will be included in official press releases to the media and interested parties.

The Video Broadcasting Conferencing Internet access link and pass-code will be included on the Agenda for each session.

The Video Broadcasting Conferencing sessions will be set up to require attendees to use the pass-code to get access to the meeting queue, eliminating the requirement for the on-site host to admit attendees electronically.

The Video Broadcasting Conferencing session host will start the session shortly before the appointed time, automatically admitting all attendees waiting in the queue at that time and then start the recording of the session just prior to the start of the meeting.



The Video Broadcasting Conferencing participants will be able to automatically be admitted throughout the meeting, by using the required pass-code after the Mayor calls the meeting to order.

**The Video Broadcasting Conferencing application will be used in a broadcast only mode.**

All Video Broadcasting Conferencing participants microphones shall remain muted for the session.

The Mayor will not solicit comments from the Video Broadcasting Conferencing participants and the Video Broadcasting Conferencing session host will not monitor the session for participant raised hands or chat.

The Video Broadcasting Conferencing session host will end the recording of the session at the meeting ending gavel.

The Video Broadcasting Conferencing session host will post the recording of the session in the customary way in a timely manner.

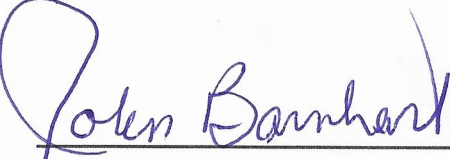
**PASSED AND APPROVED BY THE CITY COUNCIL OF DIAMONDHEAD, ARKANSAS ON THIS DATE OF DECEMBER 3, 2024.**

**APPROVED:**

**ATTEST:**

  
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Ralph Carruth, Mayor

  
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John Barnhart, Recorder/Treasurer