

SMCAC RESOLUTION (Approved by Mass Transit Department Board)

Section 4.c.

All meetings of the committee shall be open to the public. Notice of all meetings shall be made in conformity with the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as from time to time it may be amended. **Meetings shall be held in-person;** however, virtual or online meetings made available for public participation may be held in lieu of in-person meetings **when needed to protect public health or safety.** The minutes of each meeting shall be kept and filed with the city clerk, to include recording the attendance by the members and their votes upon each question, and shall be filed within a reasonable time after the minutes have been approved by the committee.

BYLAWS (Approved by Sun Metro Citizens Advisory Committee)

Section 3

- n. When any member is unable to attend a regular or special committee meeting in person due to illness or need to quarantine, they may attend the meeting virtually, upon submitting a request to the Chair. The Chair will inform the Secretary of the request, and a link to participate online or via telephone will be provided to the member. The Vice Chair shall preside over the meeting if the Chair participates in a meeting virtually; if both the Chair and Vice Chair participate virtually, or are absent, a Chair pro tem shall be elected among the members present in person, in accordance with the enabling resolution and bylaws of the committee.

- o. When an emergency related to the protection of public health or safety has been declared by the Mayor of the City of El Paso, meetings may be held virtually for the duration of the emergency. The first meeting following the declaration shall be held virtually; future meetings during the emergency will be addressed based on an action of a majority of the committee.