

## Renee Shrout

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**From:** Renee Shrout  
**Sent:** Wednesday, July 10, 2019 5:30 PM  
**To:** Jane Bolin; Matthew Sparks; Michael Carn; Sara Guevrekian; Tim Lonergan  
**Cc:** David Hebert; Ana Alvarez; DJ Doody (ddoody@cityatty.com); 'Melissa Augustin'; Robin Greco; Robin Butler  
**Subject:** Resolution for emergencies regarding public meetings

Good afternoon Mayor and Commission -

After considerable discussion between the City Manager, Attorney and myself, in response to the Commission inquiry, we jointly propose the following procedure:

If there is a regular meeting ( as defined by section 2.15 (b) of the Charter) and a state of emergency is declared, the city clerk's office contacts each commissioner to see if she or he will attend the regularly scheduled meeting. Should a total of 3 commissioners inform the city clerk's office they will not attend due to the state of emergency then there is no quorum and the meeting is canceled.

Should you have any questions, please feel free to let me know.

Thank you,  
Renee



**Renee M. Shrout, CMC**

City Clerk

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