

## **Resolution 2025-51**

### **A Resolution Addressing Remote Participation in City Meetings**

**WHEREAS**, the City of New Castle currently televises City Council meetings and other meetings of City Boards, Committees, and Commissions such as the Planning Commission, Tree Advisory Commission, Historic Area Commission, Board of Health, Board of Adjustment, Board of Building Appeals, Board of Elections, Emergency Planning and Operations Committee, Flood Resiliency Committee, and the Police Accountability Committee; and

**WHEREAS**, the City of New Castle desires to allow remote participation in meetings for all Boards, Committees, Commissions, and Council.

**NOW, THEREFORE, BE IT RESOLVED** that the City of New Castle will adopt the following remote meeting policy:

All City meetings of the City Council and any commission, board, or committee established by the Town Charter, Code, or Resolution may include virtual participation under the following conditions:

- For meetings of the City Council or any commission, board, or committee, or any new board, committee, or commission, may participate in a meeting remotely in accordance with State of Delaware FOIA requirement per Title 29, Section 10006A, which include the following:
  - (1) meeting notice/agenda must include information on how members and the public may participate virtually;
  - (2) meeting must include an anchor location;
  - (3) The identifies of members of Council or any commission, board, or committee must be verified in a manner satisfactory to the chair, and all participating members must be able to simultaneously hear comments from a recognized speaker; and
  - (4) documents used during the meeting must be provided to each participating member. Participating members count towards a quorum, whether virtual or in person.
- For meetings of the City Council or any commission, board, or committee, or any new board, committee, or commission at least one (1) member of must be present at the anchor location where members of the public can attend and electronic means of communication are available.
- Each City Council member may participate virtually in no more than three regularly scheduled monthly City Council meetings in a calendar year.

- Each member of a commission, board, or committee established by the Town Charter or Code may participate virtually in no more than half of the meetings during a calendar year.
- Any member of City Council or a board or committee who wishes to participate virtually must notify the Chair, City Administrator, and appropriate Administrative office staff no later than 12 hours before the scheduled meeting.
- For meetings of the City Council or any commission, board, or committee, members must maintain a visual and audio presence as a minimum requirement to be recognized as present, including for voting purposes; furthermore, members shall make a good faith effort to maintain a visual and audio presence for the duration of the meeting, allowing for intermittent breaks related to personal well-being, technical issues, or poor internet connection.

**PASSED** this 10th day of November 2025.

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Suzanne Souder, City Council President

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Joseph F. Day, III, Councilperson

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Nermin Zubaca, Councilperson

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Andrew Zeltt, Councilperson

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Brian Mattaway, Councilperson

Attest:

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Diane Delgado, City Clerk