**Declaring Electronic Meetings, LMC Model Declaration**

*League staff thoughtfully develops models for your city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model may be found in the Information Memo* [*“City Options for Meeting Remotely.”*](https://www.lmc.org/resources/city-options-for-meeting-remotely/)

**City of [*Name of City*]**

**[*Mayor/Chief Legal Counsel/Chief Administrator*] [*Name of Individual*] Determination Regarding Conducting Meetings by Telephone or Other Electronic Means**

As the **[***Mayor/Chief Legal Counsel/Chief Administrator*] of the City of [*Name of City*] (the “City”)I find as follows:

1. [*Insert relevant facts and circumstances that support a declaration that meeting in person is not practical or prudent and that in-person attendance is not feasible].*
2. Minnesota Statutes, section 13D.021 authorizes cities to meet by telephone or interactive technology if it is determined that meeting in person is not practical or prudent because of a health pandemic or an emergency declared under Minnesota Statutes, chapter 12.
3. I have the consulted with the City’s [*Mayor, chief legal counsel, chief administrative officer*] regarding the current situation.

Based on the above findings, I determine as follows:

1. Due to the current pandemic and state of emergency, complying with the provisions of Minnesota Statutes, Chapter 13D, would threaten the health safety and welfare of City officials, City staff, and the public.
2. Due to the current pandemic and state of emergency declared under Minnesota Statutes, Chapter 12, it is not practical or prudent for the City Council or [*Planning Commission, Charter Commission, EDA, HRA*] (“City Commissions”) to conduct in-person meetings.
3. It is not feasible for one member of the city council, one member of City Commissions, the city’s chief administrative officer, the city’s chief legal counsel, or members of the public to be present at the regular meeting location.

[*NOTE: Making this finding allows the city council or city board or commission to hold an entirely remote meeting. This finding may be made by the mayor, chief legal counsel, or chief administrative officer in this Declaration – however, some cities may decide to have the entire city council make this finding*].

1. Until further notice, all meetings of City Commissions governed by Minnesota Statute, Section 13D shall be conducted by telephone or interactive technology.
2. All meetings of City Commissions shall comply with the requirements of Minnesota Statute, section 13D.021.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [*Name*]

 [*Position*]

 City of [*city name*]