**Notice of Pandemic or State of Emergency Electronic Meeting, LMC Model Form**

*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/)

**NOTICE for Meeting pursuant to Minn. Stat. § 13D.021**

**City of \_\_\_\_\_\_\_**

**City Council Meeting**

**Notice of Meeting by Telephone or Interactive Technology**

NOTICE IS HEREBY GIVEN that the City Council of the City of \_\_\_\_\_\_\_ will hold \_\_\_\_\_\_\_ *[fill type of meeting, like a special meeting, its regular meeting or an emergency meeting]* on \_\_\_\_\_\_\_ [*insert, day, month, year and time*] at \_\_\_\_\_\_\_ *[insert normal physical location*].

In accordance with the requirements of Minn. Stat. Section 13D.021, \_\_\_\_\_\_\_ [*insert name*], the \_\_\_\_\_\_\_ [*fill in with either chief legal counsel, chief administrative office or presiding officer*] has determined that an in person meeting in not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 of the Minnesota Statutes.

Because of the \_\_\_\_\_\_\_ *[fill in, without the quotes, the term that best applies to your city - either “health pandemic”, “emergency declaration” or “health pandemic and emergency declaration”*], it has been determined that attendance at the regular meeting location by members of the public is not feasible.

Because of the \_\_\_\_\_\_\_ *[fill in, without the quotes, the term that best applies to your city - either “health pandemic”, “emergency declaration” or “health pandemic and emergency declaration”*], it has been determined that the physical presence at the regular meeting location by at least one member of the body, chief legal counsel or chief administrative officer is not feasible.

Therefore, some or all the City Council members may be participating by telephone or interactive technology.

Members of the public may monitor the meeting by \_\_\_\_\_\_\_. *[insert information regarding monitoring the meeting] [It is optional to the city to add language here that also states: Any person monitoring the meeting remotely may be responsible for any documented costs.]*

*[If this is a notice for a special meeting, then include the special meeting purpose description here]*: