



Lessard-Sams Outdoor Heritage Council
The State of Minnesota

State Office Building, Room G95 100 Dr. Rev. Martin Luther King Jr. Blvd. Saint Paul, Minnesota 55155

July 31, 2017

To: Lessard-Sams Outdoor Heritage Council

From: Mark Johnson, Executive Director, Lessard-Sams Outdoor Heritage Council

Re: Council meeting call-in procedures

Dear Council Members:

This memo is to clarify the procedures allowing for council members to participate in council meetings via phone if they are unable to attend in person. A Minnesota House of Representatives Information Brief issued in October of 2014 summarizes the conditions that need to be met according to MS 13D, Open Meeting Law:

“A state entity may hold meetings by telephone or other electronic means as long as specified conditions are met to ensure openness and accessibility for those who wish to attend... In general, those conditions include the following:

- All members of the body can hear one another and can hear all discussion and testimony.
- Members of the public at the regular meeting location can hear all discussion, testimony, and votes.
- At least one member of the body... is present at the regular meeting location. (If using interactive TV under section [13D.02](#)—as opposed to telephone or other electronic means—there is the additional condition that each location be open and accessible to the public.)
- All votes are conducted by roll call.
- The public body must allow a person to monitor the meeting electronically from another location. The body may require the person to pay for any documented additional costs the body incurs as a result of the additional connection.
- The public body must give notice of the regular meeting location, of the fact that some members may participate by telephone or other electronic means, and of the right of the public to monitor the meeting from another location. In addition, the public body must post the notice on its website at least **ten days** before any regular meeting.”

In short, members must notify staff at least ten days ahead of a regularly scheduled council meeting that they wish to attend telephonically. Staff will post the notice appropriately and provide the member with call-in information. Note that all votes will be conducted by roll call when one or more members participates via phone.

When participating in a meeting via phone, if your phone has a mute function, please mute your line while not speaking to reduce background noise. The legislative conference call system unfortunately does not have its own mute function.