

## ORDINANCE 2026-01

State of Alabama  
Jackson County  
Town of Woodville

### AN ORDINANCE OF THE TOWN OF WOODVILLE, ALABAMA ADOPTING AN ELECTRONIC MEETING POLICY FOR TOWN COUNCIL MEETINGS

BE IT ORDAINED by the Town Council of the Town of Woodville, Alabama as follows:

#### Section 2-1 Policy for Electronic Participation by Council Members

- (a) *Purpose and applicability.* It is the policy of the Town of Woodville that individual members of the Town Council may participate in Council Meetings by electronic means as permitted by Act No. 2022-421. The purpose of this policy is to comply with the requirements of 36-25A-51 and 36-25A-5.2 of the *Code of Alabama* and to allow for and govern participation by one or more Council Members in Council Meetings by electronic communication means. All proceedings pursuant to this policy shall be performed in accordance with Alabama Code 36-25A-5.1 and 36-25A-5.2 as those statutes may hereafter be amended. This policy shall apply to the entire Town Council membership without regard to the identity of the member requesting remote participation or the matters to be considered or voted on at the meeting.
- (b) *Quorum required.* The Town Council may consider a request for participation by electronic communication means only if a quorum of the Town Council is physically present at the central or physical meeting location, and there is an arrangement for the voice of the remote participant to be heard by all persons at the central or physical meeting location.
- (c) *Permissible reasons for electronic participation.* Participation by the Council Member in a meeting by electronic communication means shall only be allowed if the Council Member is unable to be physically present due to illness. For purposes of this section, "illness" means sickness, disease or other physical condition that causes a Council Member to face significant difficulties attending a Council Meeting in person.
- (d) *Approval.* Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Alabama Open Meetings Act.
- (e) *Approval process.* No Council Member may participate in a meeting by electronic communication means unless the Council Member requests, and the Council approves participation in accordance with this policy.
  - (1) A Council Member may participate in a Council Meeting by electronic means if the Council Member notifies the Mayor or

the Town Clerk on or before the day of the meeting that the Council Member is unable to attend.

- (2) The Council Member must notify the Town Clerk of the remote location from which the Council Member would participate by means of electronic communication.
  - (3) At the meeting, the Town Clerk shall announce the information received from the absent Council Member. If the Council Member's request is in all respects compliant with this policy, then any quorum of the Council Members physically assembled at the physical meeting location shall make a motion to approve or disapprove the absent Council Member's request.
  - (4) Upon adoption of a motion to approve the Council Member's participation by electronic means, the Council Member shall be allowed to fully participate in the meeting by electronic communication means.
  - (5) If the Council Member's participation by means of electronic communication is approved, the Town Clerk shall record in the meeting minutes: (i) the motion; (ii) the vote thereon; (iii) the specific nature of the illness or medical condition; and (iv) the remote location from which the Council Member participates in the meeting.
  - (6) If the Council Member's participation by electronic means is disapproved, the Town Clerk shall record in the meeting minutes, the specific aspect of this policy that would be violated by the Council Member's proposed participation by electronic communication means.
- (f) *Limited participation by the public.* The Town Council is not required to allow the public to participate by electronic means to any extent beyond being able to hear the meeting.
- (g) *Voting.* Any vote taken at a meeting utilizing the equipment contemplated in this section shall be taken as a roll call vote that allows each participant to vote individually in a manner audible to all persons participating or present at the physical location where the quorum is present.
- (h) *Interruption of electronic communication.* If the electronic communication means fail or are in any way interrupted during a meeting otherwise in compliance with this section, the failure shall not be grounds to challenge any section taken during the meeting.
- (i) *Implementation of policy.* At least thirty days (30) days shall lapse between the adoption of this policy and the first meeting that the Town Council uses electronic means of communication as authorized in this section.
- (j) Section 2. **Severability Clause.** If any section, sentence, or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, said holding shall not affect the remaining portions of this ordinance.

- (k) Section 3. **Repealer Clause.** All former ordinances or parts thereof conflicting or inconsistent with this ordinance are repealed.
- (l) Section 4. **Effective Date.** This ordinance shall become effective upon its adoption, approval and publication as required by law.
- (m) Section 5. **Publication.** The Town Clerk of the Town of Woodville, Alabama is hereby authorized and directed to cause this Ordinance to be published one (1) time in three public locations which include the Woodville Post Office, the Woodville Town Hall, and the Woodville Public Library. General circulation published in the Town of Woodville, Jackson County, Alabama.

**ADOPTED AND APPROVED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Victor Taylor, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Chambers, Town Clerk