

3 Grogans Park Dr, Ste 205
The Woodlands, TX 77380
(281) 766-4276

September 1st Changes: Videoconferencing Guidelines

As we approach the September 1st expiration of the Governor's Emergency Declaration, we have compiled an essential “how-to” guide, explaining the bare minimum legal requirements as well as the best practices scenarios. These guidelines are designed to provide clarity and detail options for adding videoconferencing for Special Purpose Districts meetings in Texas. We have further provided a FAQ section for the most common questions we’ve received.

For board’s looking to have videoconference attendance options after September 1st, please see the comparison chart below comparing legal requirements and best practices for hosting videoconference meetings for special purpose districts:

	Legal Requirement	Best Practice
Videoconference attendance by board members/governing body	<p>Quorum must be present at physical meeting location. Remaining board members may attend via videoconference.</p> <p>(Telephone/audio only attendance <u>not allowed</u> except under emergencies.)</p>	<p>Provide option to attend via videoconference for non-quorum board members.</p> <p>(i.e. for 5 member board, 2 members may attend via videoconference)</p>
Videoconference attendance by consultants/vendors	<p>No legal restrictions.</p> <p>(May attend via videoconference or telephone/audio only)</p>	<p>Allow consultants option to attend via videoconference.</p>
Videoconference attendance by public	<p>No legal restrictions.</p> <p>(May attend via videoconference or telephone/audio only)</p>	<p>Allow public to option to attend via videoconference.</p>
Internet specifications	<p>Required transmission/bandwidth minimum: 384 Kbps for both upload and download.</p>	<p>Wired or wireless (WiFi) connectivity with transmission/bandwidth of >10 Mbps for both upload and download.¹</p>



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Video capture resolution	No technical specifications provided. Video must allow ability to discern demeanor of board members participating remotely.	Between 720p - 1080p video resolution recommended.
Video monitor/TV specifications	Minimum 27" in size color monitor viewable by both the public and governing body.	Minimum 55" 1080p color monitor/TV(s) ²
Audio specifications	"...of similar quality and volume as the local audio at the primary meeting site."	Minimally, singular audio input/output device with feedback filtering and active noise cancelling. ³
Meeting moderation	No dedicated moderator required.	Recommend dedicating individual as Meeting Moderator for facilitation, hosting, A/V, and technical support.

¹ High definition hardware transmissions require greater bandwidth and these bandwidth limitations are the most common factor for quality of video and audio streams.

² Recommend consultation and assessment of meeting space from IT support and/or meeting host specialist to determine quantities, sizes, and resolutions of monitors/TVs.

³ Recommend consultation and assessment of meeting space from IT support and/or meeting host specialist to determine audio capture and audio output specifications.

Resources:

[Texas DIR Videoconferencing Guidelines](#)

[Texas Govt Code Chapter 551](#)

[Texas Administrative Code Chapter 209](#)

[Texas HB 283](#)





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Frequently Asked Questions (FAQs)

Do board members have to all be in person again?

No. However, the majority of the board members (quorum) must be present in the meeting location as published in the meeting notice. The remaining (non-quorum) members may attend via video conference.

Do we still need a physical meeting location?

Yes. The provision of videoconferencing options does not alter or replace the physical meeting location requirements.

Do we have to provide access to the public for videoconferencing?

No. Though should the governing body decide to provide videoconference access to the board, it is recommended to provide the same access to the public, but is not required.

Do we have to provide the videoconference access information on our Notice of Meetings or Agendas?

No. It is not required to list this information, but it is recommended to include it if the Board wishes to allow the public to attend the meeting via videoconference.

Can we provide access to consultants or vendors for videoconferencing?

Yes, though it is not required. Should the governing body decide to provide videoconference access to board members, it is recommended to provide the same access to the consultants and vendors.

What if one of the board members attending via videoconference drops off during the meeting?

Similar to a board member stepping out of a physical meeting room, in the event a board member drops off the videoconference they are considered absent from that portion of the meeting.

What if one of the consultants or public drops off during the meeting?

There are no stated legal repercussions should a non-board member drop off a videoconference call.

Can board members vote and participate fully if they're attending via videoconference?

Yes. Board members are considered fully present when attending via videoconference.

This sounds complex, is there a way to outsource these complexities while ensuring compliance?

Yes. If you'd like a turn-key solution there are companies that provide these services.





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How much can we expect to spend adding a videoconference option?

The true net cost of this option is generally minimal and can often be fully offset by savings to drive time and mileage for consultants and board members. The actual expenses vary by size of board and meeting space, but average between \$250-\$500 per meeting.

Are we required to retain copies of the meeting recording?

Yes, however, recording is generally included by the meeting host. Special Purpose Districts are required to retain a copy of the meeting until formal meeting minutes have been executed, per the Texas State Library and Commissions Archive. The only exceptions apply to governing bodies with a population of greater than 50,000, per [HB 283](#).

For additional information or if you have questions you may contact us at (281) 766-4276 or via email at info@tritoncog.com.

