

Remote Participation

1. **Attendance.** Board members are expected to be physically present for board meetings except when being physically present is not practicable, which may include:
 - a. An emergency or urgent issue that requires the board to meet remotely;
 - b. Illness or another physical condition;
 - c. Temporary absence from the State of Maine;
 - d. Inclement weather;
 - e. Significant travel distance for a board member to be physically present at a designated meeting location (*public bodies with regional or statewide membership*); or
 - f. Other special circumstances, at the discretion of the Chair, that causes significant difficulties for the board member to attend in person.

In such circumstances, the board member may participate in the meeting remotely through telephonic or video conferencing with prior approval of the Chair.

2. **Notice.** Notice of all board meetings shall include:
 - a. The means by which members of the public may access the meeting remotely, as applicable; and
 - b. The location of the meeting for members of the public to attend in person.

Copies of the agenda, together with relevant supporting documents, shall be made available to members of the public to the same extent as customarily available.

3. **Voting.** Board members participating in a meeting remotely are present for the purposes of a quorum and voting. Votes taken during meetings using remote methods shall be taken by a roll call vote that can be heard (if using telephonic conferencing) or seen and heard (if using video conferencing) by other members of the board and by members of the public.
4. **Remote Public Participation.** Members of the public shall be afforded a meaningful opportunity to attend and participate in board meetings by remote methods when at least one member of the board participates remotely in

accordance with Section 1 of this policy. Members of the public shall be restricted to remote participation only when there is an emergency or urgent issue that requires the board to meet remotely under Section 1(a) of this policy. Reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.

5. **Remote methods.** As used in this policy, “remote methods” means telephonic or video technology allowing simultaneous reception of information, and may also include other means necessary to provide reasonable accommodations to individuals with disabilities. Remote participation by board members cannot be by text-only means such as email, text messages, or chat functions.

Legal Reference: 1 M.R.S.A. §403-B
 1 M.R.S.A. §406

Cross Reference:

Adopted: _____