

# **TOWN OF OTISFIELD**

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## **Town of Otisfield Remote Meeting Policy**

Pursuant to 1 M.R.S. § 403-B, the Town of Otisfield hereby adopts the following policy governing the participation, via remote methods, in public proceedings or meetings of all Town boards and committees. As used herein, "remote methods" means telephonic or video technology (i.e.; audio and/or visual systems) that allow simultaneous reception of information and may also include other means necessary to accommodate disabled persons. Public proceedings may not be conducted by text-only means such as e-mail, text messages, or chat functions.

In accordance with the public meeting policies underlying Maine's Freedom of Access Act, it is the intention of this Town to conduct its business open to public observation.

Members of all boards and committees must be physically present for public proceedings at the public meetings location, except when authorized to participate by remote methods under this policy.

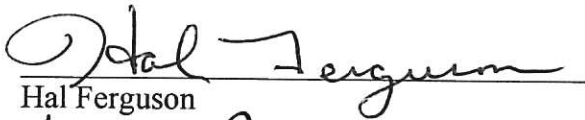
Members of a board or committee may participate via remote methods in the following circumstances:

- When in the case of an emergency or urgent issue that requires the board or committee to meet via remote methods, including but not limited to disasters or catastrophes caused by either natural or man-made causes (i.e., Pandemic).
- a. The chair or presiding officer of the board or committee, in consultation with other members if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. A member who is unable to attend a meeting in person will notify the chair or presiding officer of the body as far in advance as possible.
- b. The public will be provided a meaningful opportunity to attend the meeting via remote methods when any member of the board or committee participates via remote methods. Reasonable accommodations will be provided to any individual with a disability upon request. Members of the public will also be provided the opportunity to attend the meeting in person.
- c. A board or committee may meet solely by remote means if an emergency or urgent situation requires that all members of the body meet only by remote methods. In this circumstance, public attendance may be restricted to remote access only of the public proceeding.
- d. Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method


for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person. A board or committee will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires all members of a board or committee to meet using remote methods of attendance.

- e. The board or committee will make all documents and materials to be considered by the body available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the body.
- f. All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the body and the public. A member of the body who participates remotely will be considered present for purposes of a quorum and voting.

This policy will remain in force indefinitely unless amended or rescinded.

  
Hal Ferguson

  
Rick Micklon

  
Lenny Adler

Adopted June 7, 2023