

## **Remote Participation Policy**

### **Alfred Water District Board of Trustees**

In accordance with 1 M.R.S. § 403-B, and after public notice and hearing, the Alfred Water District Board of Trustees (“Board”) adopts this “Remote Participation Policy” (the “Policy”) to govern the participation, by remote methods, of members of the Board and of the public in the public proceedings, or public meetings, of the Board.

The Board may allow members of the Board to participate in a public meeting using remote methods only under the following conditions.

A. “Remote methods” of participation means telephonic or video technology allowing simultaneous reception of information and may include other means necessary to provide reasonable accommodation to a person with a disability. Public meetings by remote methods of participation may not be conducted by text-only means such as e-mail, text messages, or chat functions.

B. Remote Participation by Board Members. Board members are expected to be physically present for public meetings at the public meeting location, except when authorized to participate by remote methods under this Policy:

1. Board members may participate by remote methods under the following circumstances:
  - a. When an illness or medical or physical condition of the Board member or family member makes attendance impracticable or inadvisable;
  - b. When the Board member is travelling or unable to travel to attend the public meeting;
  - c. When the Board member is outside the Alfred Water District territorial limits; or
  - d. Other justification for Board member participation by remote methods determined by the chair or presiding officer of the Board to be reasonable and consistent with the goals of this Policy and 1 M.R.S. § 403-B;
2. Process. A Board member who is unable to attend a public meeting in person will notify the chair or presiding officer as far in advance as possible. The chair or presiding officer of the Board will make a determination that remote methods of participation are appropriate under this Policy in as timely a manner as possible under the circumstances.

C. Remote Participation by Public.

1. When any Board member or members participate by remote methods, the public shall be

provided a meaningful opportunity to attend by remote methods, and reasonable accommodations must be provided when necessary to provide access to individuals with disabilities.

2. In the case of the existence of an emergency or urgent issue that requires the Board to meet using remote methods, the Board will limit public attendance solely to remote methods.

D. If the Board allows or is required to provide an opportunity for public input during the meeting, an effective means of communication between the Board members and the public must be provided.

E. Notice of all public meetings must be provided in accordance with 1 M.R.S. § 406 and any applicable charter, statute, policy, regulation, or bylaw. When the public may attend by remote methods, notice must include the means by which members of the public may access the public meeting using remote methods, and will provide a method for disabled persons to request necessary reasonable accommodations to access the meeting. . The notice must also identify a location where the public may attend the meeting in person, unless the Board limits public attendance solely to remote methods under C. 2. above.

F. A Board member who participates in a public meeting remotely will be considered present for purposes of a quorum and voting.

G. All votes taken during a public meeting using remote methods must be taken by roll call vote that can be seen and heard if using video technology, or heard if using only audio technology, by other members of the Board and the public.

H. The Board must make all documents and other materials considered by it at the meeting available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the Board.

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

On motion by \_\_\_\_\_, seconded by \_\_\_\_\_, at its meeting of February 8, 2023, the Alfred Water District Board of Trustees, after notice and public hearing, by vote of \_\_ to \_\_ votes to adopt this Policy and to authorize the Chair to sign this Policy

Dated: \_\_\_\_\_

Alfred Water District Board of Trustees

By \_\_\_\_\_  
Gregory Knight, Its Chair