



## REMOTE PARTICIPATION POLICY AND REGULATION

*Revised by Town Manager June 12, 2021*

### **REMOTE PARTICIPATION REQUEST FORM** *used with Policy and Regulation*

I, \_\_\_\_\_ (print name), hereby request to participate remotely at the meeting of the \_\_\_\_\_ (name of board, committee, commission, working group) to be held on \_\_\_\_\_ (MM-DD-YY). I certify to the person chairing the meeting that my physical attendance is unreasonably difficult.

My current email: \_\_\_\_\_ My phone number: \_\_\_\_\_

Please note: \_\_\_\_\_

During the meeting, I can be reached at:

\_\_\_\_\_  
Phone Number (including area code)

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date signed

***Requesting Member: sign and return to person chairing the meeting as far in advance as possible; a signed copy may be submitted by email, postal mail, or in person***

Person chairing: \_\_\_\_\_  
(print name) Date received (MM-DD-YY)

Method of Participation: \_\_\_\_\_  
(e.g., speakerphone, Skype, Zoom, etc.)

Request Approved: **Y or N** – *if N, reason must be provided:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Chair

\_\_\_\_\_  
Date signed

***Chair: After completing this form: 1) keep the original, and 2) send one copy to the member requesting to participate remotely within 48 hours of the request, and 3) send one copy to the Town Manager's office immediately following the meeting.***