



TOWN MANAGER POLICY AND REGULATIONS

REMOTE PARTICIPATION POLICY AND REGULATION CHECKLIST

Remote Participation Checklist

Requirements:

- One or more members has stated that physical attendance would be unreasonably difficult
- All minimum requirements are met
- A quorum of the public body (simple majority based on number of seats, not number of seats currently filled) is physically present at the posted meeting location; even if there are one or more remote participants, the meeting must be adjourned immediately if a quorum is no longer physically present at the meeting location
- Person authorized to chair the meeting is physically present at the posted meeting location
- Acceptable technology is in use (see below)
- Remote participant has access to all materials being used at the meeting location; if not, missing items are to be specified in meeting minutes
- All votes taken by roll call
- Acceptable technology for remote participation is available: telephone (speakerphone), internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another; note that when video technology (e.g., Zoom, Microsoft Teams, Google Meet) is in use, the remote participant shall be clearly visible to all persons present in the meeting location, so members participating remotely must leave their video feed “on” during the meeting

Technical difficulties:

- If the remote participant is disconnected, that fact and time of disconnection (and if subsequent reconnection is achieved) shall be noted in the meeting minutes
- If a public hearing occurs after disconnection, the remote participant shall be noted as absent in the meeting minutes

Procedures and meeting minutes:

- The chair shall announce the name of the member who will be participating remotely because physical attendance would be unreasonably difficult under 940 CMR 29.10 (5) (see Request Form).
- This information shall be recorded in the meeting minutes; for example: Let the record reflect that (Public Body name) (Member) is attending remotely via (speakerphone) (Zoom) on meeting date (MM-DD-YY) because physical attendance would be unreasonably difficult under 940 CMR 29.10 (5).
- (Member), can you hear me? *[There must be a clearly audible response in the affirmative]* Can all those present clearly hear (member)? *[There must be a clearly audible response in the affirmative]* Let the record reflect that (Member's) attendance via (speakerphone) (Zoom) can be heard by all present at the meeting.

Executive Session and Confidentiality:

- Remote participants shall preserve the confidentiality of any executive session, and this shall be recorded in the meeting minutes.
- Example: (Member), do you certify that no other person is present at your location, nor able to hear this executive session discussion? If another person can hear this discussion, please identify that person so that the body can vote whether to accept *[record vote in meeting minutes]*. (Member), do you certify that this discussion is not being recorded at your location? *[There must be a clearly audible response in the negative]*