

# Remote Participation Policy

## Town of Bradley, Maine

### I. Purpose and Intent

This policy is intended to establish guidelines on the practice of remote participation by members of the Town's public bodies. Pursuant to 1 M.R.S.A § 403-B members of public bodies, in limited circumstances, are allowed to participate remotely in public meetings. While all members of the Town's public bodies should endeavor to attend meetings in person, the law seeks to promote greater participation in government meetings by allowing members to participate remotely when physical attendance is not practical.

### II. Policy

Members of the body are expected to be physically present for meetings except when not practicable. A member may not participate by remote methods for mere convenience or ease. Without limiting the generality of the foregoing, the following are situations when physical presence is not practicable:

1. Emergency/Urgent Issue: The existence of an emergency or urgent issue requires the body to meet by remote methods.
2. Illness, Other Physical Condition, or Temporary Absence: Illness, other physical condition or temporary causes significant difficulty for a member to travel to the meeting location.

Examples include:

- a. Medical illness or condition
- b. Disability
- c. Family or other emergency
- d. Employment purposes
- e. Military service
- f. Travel outside the Town's jurisdiction making it significantly difficult to attend in person.

The Town Clerk or the chair of the body, in consultation with other members of the body, will make a determination that remote methods of participation are necessary in as timely a manner as possible. A member who is unable to attend a meeting in person will notify the Town Clerk as far in advance as possible. The Town Clerk shall interpret this Policy strictly and their decision to allow or not to allow remote participation shall be final and shall not be appealable.

At the start of the meeting, the Chair shall announce the name of any member who will be participating remotely. This information shall be recorded in the meeting minutes.

A member participating remotely for an executive session shall affirm at the start of such session that no other person is present and or/able to hear the discussion at the remote location and that the session is not being remotely recorded by any device.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled person. Remote participation will not be by text only means such as email, text messages or chat functions.

The public will be provided a meaningful opportunity to attend via remote methods when any member of the body participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the body and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire body to meet using remote methods.

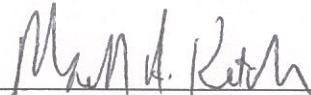
Notice of all meetings will be provided in accordance with 1 M.R.S.A § 406 and any applicable charter, ordinance, policy or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person. The body will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the body to meet using remote methods of attendance.

The body 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.

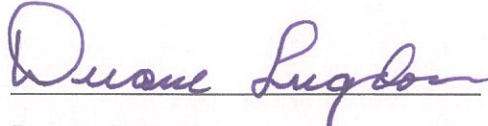
All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the body and the public. A member of the body who participates remotely will be considered present for the purposes of a quorum and voting.

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

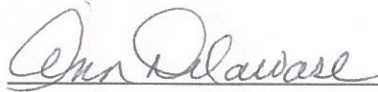
Signed and Dated at Bradley, Maine this 26 day of April, 2022.

  
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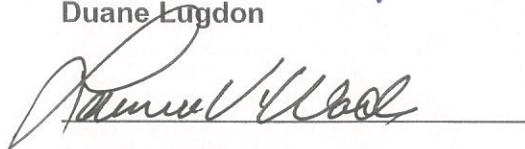
Mark Ketch, Chair

  
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Duane Lugdon

  
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Ann Delaware

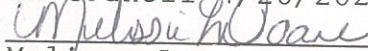
  
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Laurence Wade

  
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Charles Clemons

Public Hearing 4/26/2022  
Approved by Town Council 4/26/2022

A true attest:   
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Melissa L. Doane  
Town Clerk