

**TOWN OF LONG ISLAND,
MAINE**

REMOTE MEETINGS POLICY

September, 2021

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
1.0 Preamble.....	3
2.0 Purpose.....	3
3.0 Policy Requirements.....	4
4.0 Legal Compliance.....	4

1.0 PREAMBLE

Pursuant to 1, M.R.S.A., Section 403-B and after public notice and hearing, the Town of Long Island, Maine adopts the following policy to govern the participation, via remote methods, of members of the body, its approved committee members and the public in the public meetings and procedures of the body.

2.0 PURPOSE

It is the policy of the Town of Long Island, Maine (“Town”) to conduct, whenever possible, public meetings with all elected and/or appointed officials in physical attendance. The Town also recognizes that there may be times when public meetings are best conducted remotely so as to provide for the public safety of the officials, employees and members of the public. These times would include pandemics, snow storms or other major weather events.

There are also times due to the inability of one or more public officials to be physically present due to illness, traveling, residential location or other commitments that a physical presence may not be possible, but the individual(s) still have access via telecommunication options such as conference calls or video meeting setups. This is especially applicable to the Town of Long Island as it is an island community which presents additional travel obstacles for public officials, staff and members of the public.

This policy represents the guidelines to achieve these objectives.

3.0 POLICY REQUIREMENTS

- The Municipal Board/Committee shall publish on the Town website a meeting agenda detailing that the meeting will be broadcast remotely on a video conferencing platform readily available to members of the public or that an audio only link is available.

- Website links and/or telephone access numbers to the meeting shall be part of the meeting agenda.
- The Municipal Board/Committee shall designate a meeting location if some/all of the board members will be attending physically so that the public can also be physically present. Note, this will not apply in the event of a remote meeting being held because of possible physical exposure to any disease, contaminant, danger, emergency or other urgent issue that prevents a physical presence to the board members, staff and/or the public.
- Members of the public shall have the ability to directly participate in any meeting that is either entirely remote or that they choose to participate in if said meeting is broadcast.
- Published notice of any remote broadcast meeting shall be required.
- Roll call votes shall be recoded for any remote broadcast meeting,
- This policy does not apply to annual Town Meetings

4.0 LEGAL REQUIREMENTS

This remote meeting policy is authorized under Maine state law effective on June 21, 2021 (LD 32, P.L. 2021, c. 290, codified @ 1 M.R.S.A., Section 403-B)

Adopted and Approved on this _____ day of September, 2021 on a vote of _____ by the Board of Selectmen, Town of Long Island, Maine. Policy will remain in force indefinitely unless amended or rescinded.