

Remote Participation Policy City of Ellsworth Arbor Commission

Pursuant to 1 M.R.S. § 403-B and after public notice and hearing, the above-named body adopts the following policy to govern the participation, via remote methods, of members of the body and the public in the public proceedings or meetings of the body. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

Requirements.

A. Members of the City of Ellsworth Arbor Commission may participate in meetings of this body remotely when the following conditions exist:

- i. Inclement weather;
- ii. Travel;
- iii. Illness; or
- iv. Other unforeseen circumstances, as approved by the Chair or Vice-Chair.

B. The public will be provided a meaningful opportunity to attend via remote methods when the interested individual or individuals communicates their desire to do so to the Commission Chair or a supporting staff member at least two business days in advance of the meeting. Relevant contact information shall be provided on the Arbor Commission page of the City's website. The public will also be provided an opportunity to attend Commission meetings in person unless there is an emergency or urgent issue that requires the entire body to meet using remote methods. [Reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.]

C. Notice of all meetings will be provided in accordance with 1 M.R.S. §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 purposes of a quorum and voting. This policy will remain in force indefinitely unless amended or rescinded.

LEGISLATIVE HISTORY XXXX, 2023

Policy adopted by City of Ellsworth Arbor Commission

October 2, 2023