Town of Cranberry Isles
Remote Participation in Public Proceedings Policy

Pursuant to 1 M.R.S § 403-B, and after public notice and hearing, the Cranberry Isles Select Board hereby adopts the following policy governing the participation, via remote methods, of members of the Select Board, elected commissions and committees, standing committees, and any other public body that is subject to the Maine Freedom of Access Act's public meeting requirements and the public in the public proceedings or meetings of the body. As used herein, "remote methods" means telephonic or video technology (i.e., audio and/or visual systems) that allow simultaneous reception of information and may also include other means necessary to accommodate disabled persons. Public proceedings may not be conducted by text-only means such as e-mail, text messages, or chat functions.

In accordance with the public policies underlying Maine's Freedom of Access Act, it is the intention of this body to conduct its business open to public observation.

I. Remote Participation by Members. Members of the body must be physically present for public proceedings at the public meeting location, except when authorized to participate by remote methods under this policy.
   a. When Remote Participation is Authorized. Members of the body may participate via remote methods under the following circumstances:
      i. Illness or other physical condition, or temporary absence from the Town of Cranberry Isles, that causes the member to face significant difficulties travelling to and attending the public meeting in person;
      ii. Travel between the islands of the Town of Cranberry Isles is impeded by unsafe weather or travel conditions; or
      iii. The existence of an emergency or urgent issue that requires the public body to meet by remote methods
   b. Notice to Chair or presiding officer. A member must notify the chair or presiding officer of the body as soon as possible if the member will be unable to physically attend the meeting of the body. The chair will make a determination that remote participation by the individual member meets the criteria for remote participation stated above.

II. Remote Only Participation. The public body named above may meet solely by remote means if an emergency or urgent situation requires that all members of the body meet only by remote methods. In that circumstance, public attendance may be restricted to remote access only at the public proceeding.

a. The chair or presiding officer, in consultation with other members if appropriate and possible, is authorized to make a determination that an emergency or urgent situation requires the body to meet only by remote methods and to limit public attendance at the proceeding to remote means only. The chair or presiding officer's determination will be put in writing and attached to the record of the meeting. Public notice of the determination will be provided as soon as practicable consistent with section IV of this policy.
b. Reasonable accommodation will be provided to any individual with a disability upon request.

III. Quorum and Voting. 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 in a public meeting by remote means is considered present for purposes of determining the presence of a quorum and voting.

IV. Public Notice. Notice of all body meetings will be provided in accordance with 1 M.R.S § 406. When the public may attend via remote methods, notice will include the means by which members of the public may access the meeting by remote methods and will provide a method for disabled persons to request necessary accommodation to access the meeting. The notice will identify the time of the meeting as well as a location where the public may attend the meeting in person, unless in-person participation is limited in case of emergency under Section II of this policy.

V. Remote Participation by the Public. Whether or not any member of the body participates remotely in a meeting, the public will be provided a meaningful opportunity to attend the meeting remotely, subject to exceptions provided by law such as for executive sessions. 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 so that all members of the body and all other persons attending the meeting in person or remotely can hear each member of the body and each other person who is recognized to speak.

VI. Documents and Materials Made Available. 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.

VII. Applicability. This policy applies only to public proceedings or meetings of the public bodies stated above unless the individual board, committee or subcommittee adopts its own policy pursuant to 1 M.R.S. § 403-B. This policy

does not limit the right of the school board to choose to adopt or to choose not to adopt a remote participation policy. This policy does not apply to town meetings held pursuant to Title 30-A, section 2524.

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