

REMOTE PARTICIPATION POLICY
Scarborough Sanitary District
Adopted August 26, 2021

Pursuant to 1 M.R.S. Section 403-B, the Scarborough Sanitary District Board of Trustees (the “Board”) adopts this policy for remote participation in public meetings and proceedings.

PURPOSE

The purpose of this policy is to provide a framework for when remote participation is allowed for members of the Board as well as members of the public and to outline acceptable methods of remote communication.

A. LIMITED IN SCOPE

The Board members are expected to be physically present except when being physically present is not practicable, including the following circumstances:

1. The existence of an emergency or urgent issue that requires the full Board to meet remotely.
2. For individual members of the Board:
 - a. Illness or other physical condition; or
 - b. Temporary absence from the jurisdiction where traveling to the meeting would cause the member to face significant difficulties to attend in person.

B. REMOTE PARTICIPATION REQUIREMENTS

1. Remote Methods of Participation
 - a. The remote method of participation may be through telephonic or video technology that allows for the simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability. Methods of participation cannot be text-only, i.e., email, text messages, and chat functions.
2. Notice Requirements
 - a. Notice of the proceeding must be provided in accordance with 1 M.R.S. § 406.
 - b. Notification will be included as part of the Meeting Agenda.
 - c. When the public may attend via remote methods the notice must include how the public can participate remotely, as well as the physical location of the meeting for those that would like to attend in person (except in cases of an emergency under Section A(1) above.
3. Meeting Materials
 - a. All documents and materials considered by the Board must be made available to the public who attend remotely, to the same extent they are made available to member of the public who attend in person.
4. Members of the Board
 - a. A member who participates in a public proceeding by remote methods is present for purposes of a quorum and voting.

- b. All votes taken during any public proceeding when one or more members of the Board are participating by remote means shall be by roll call vote that can be seen and heard if using video technology and heard if using only audio technology.
 - c. A member who will be participating remotely shall notify the Chair as far in advance as possible.
- 5. Members of the Public
 - a. Members of the public must be given the opportunity to participate remotely when a member of the Board is participating remotely.
 - b. The Board may not determine that public attendance at a proceeding will be limited solely to remote methods except under the conditions in Section A(1) above.