

Guidelines for Public Meetings

1. Zoom meetings with YouTube livestreaming is the approved way of holding Board and Commission Meetings. See Zoom Meeting/ YouTube Live Streaming Policy
2. Boards and Commission Chairs are responsible for appointing someone to monitor their Zoom meeting, and to make sure the meeting is live streaming.
3. At the beginning of each meeting, it is the Chair's responsibility to remind everyone that the meeting is public and to refrain from any conversation that includes an individual's health, job performance, and personal information, or any other inappropriate subjects.
4. If the Chair of a Board or Commission determines that it is not possible to have a full remote meeting, then the following must be followed:
 - a. In person or hybrid meetings must still be held via Zoom and Livestreamed.
 - b. The Chair is responsible for making sure that there is someone at the meeting to set up and monitor the Zoom and Livestreaming.
 - c. The Chair is responsible for making sure that the mask wearing order is enforced. This includes the proper wearing of masks.
 - d. The Chair is responsible for making sure the meeting room is set up properly following social distancing guidelines.
 - e. If there are documents at an in person meeting (maps, applications, etc.), there must be a copy provided for every board/commission member, or the documents must be placed on a separate table where they can be viewed individually with social distancing. Documents must also be available online and/or for pick up prior to the meeting for members not in person.
 - f. If the meeting involves a public hearing, real time access either in person, by phone or via Zoom must be provided to individuals wishing to speak in conjunction with application.
 - g. No more than 10 people can be in the meeting room. If more than 10 people show up, the meeting must be rescheduled.
 - h. If the Chair determines that more than 10 people could show up in person, the Chair may move the meeting to a different location that is appropriate for public meetings. This must be publicly noticed, and points a-f must still be followed.

These guidelines were made considering the following:

- Due to the COVID 19 guidelines, and with input from the Fire Marshal, it has been determined that the Town Hall Meeting room can safely hold no more than 10 people.
- All meetings are public meetings, and no one can be denied attendance.
- All meetings must be held in a way in which people who are high risk for COVID-19 complications, and those who are uncomfortable attending in person, can still attend.
- FOIA requirements must be followed at all meetings.

Approved by BOS 10/13/2020