

## Public Meeting Policy for Board/Commission/Committee Meetings

1. This Policy is based on budget implementer bill (SB 1202) and goes into effect July 1, 2021 and ends on April 30, 2022 unless it is extended by legislature. This policy replaces the 'Zoom Meetings/ YouTube Livestream Policy for Board and Commission Meetings' that was approved at the 10/12/20 Board of Selectmen's meeting.
2. Board/commission/committee meetings are permitted to be held either in person, entirely remote, or partially remote (hybrid).
  - a. The Chair of the board/commission/committee determines how the meeting will be held. Members are required to be offered the opportunity to participate by means of electronic equipment.
  - b. If the meeting is remote or hybrid, the electronic technology must allow members of the board/commission/committee and the public (when there is 'Public Comments' on the agenda, or it is a 'Public Hearing') access to meetings through telephonic, video, or other conferencing platforms.
  - c. If there are no 'Public Comments' or 'Public Hearing' on the agenda, then the livestreaming the meeting via YouTube channel is sufficient for public access.
3. In-Person Meetings
  - a. FOIA requirements and other rules apply to noticing, posting, posting the agenda, conducting the meeting and posting votes and minutes after the meeting.
  - b. Members (not the public) still have the option to participate by means of electronic equipment.
4. Hybrid and Remote Meetings
  - a. If a meeting is intended to be held hybrid or full remote, the chair or chair appointed person must notify members either in writing or through electronic means of that fact not less than forty-eight (48) hours prior to the meeting.
  - b. In addition to notifying the members, the notice of the meeting must be posted;
    - i. At the regular office or place of meeting
    - ii. In the town clerk's office
    - iii. On the town (or entity) website
  - c. The notice must include instructions for the public on how to attend the meeting and how to provide comment or participate in the meeting, either in person or by electronic means, if there is 'public comments' on the agenda.
  - d. The agenda for regular or special meetings must be posted not less than 24 hours prior to the meeting. The locations for posting the agenda are the same as above for posting the meeting notice. Like the notice, the agenda must have instructions for the public on how to attend and how to provide comment or participate in the meeting, either in person or electronically, as permitted by the agenda.
  - e. There is NO REQUIREMENT to post all of the materials relevant to the items on the agenda on the website at least 24-hours in advance.
5. Access to Remote Meetings for Members of the Public

- a. In the event a regular meeting is held full remote, a member of the public may make a request in writing not less than 24 hours prior to the meeting to be allowed to attend the meeting in real time and the same opportunity to participate and comment as applicable, as if the meeting was held in person. This would include giving them access to the zoom meeting and/or providing them the use of the town hall meeting room to participate electronically if they do not have electronic equipment.
6. Recording and Retention of Recording of Remote or Hybrid Meetings
  - a. In the case of a remote meeting, a recording or transcription of the meeting must be made and posted on the town or entity website within 7 days of the meeting. It must remain on the website for at least 45 days. The website currently links to the Town YouTube Channel which is used to livestream and record remote and hybrid meetings. The Public has access to view all remote and hybrid meetings on the YouTube channel at any time.
7. Remote Meetings with a Quorum in One Place
  - a. In the event that a meeting is held remote, and a quorum of the members are in one location, the public must be permitted to attend the meeting in person at the physical location.
8. Attendance and Votes Taken at Hybrid and Remote Meetings
  - a. If at least one member is attending the meeting remotely, all votes must be taken by roll call- unless the vote is unanimous. The minutes of the meeting must also specify which members were attending in person or by means of electronic equipment.
9. Good Faith Effort to Identify Speakers
  - a. During remote or hybrid meetings, members of the agency and members of the public shall make a good faith effort to state their name and title at the onset of each time they speak.

Approved by the Board of Selectmen, 6/22/21