



TOWN OF DUNDTABLE

REMOTE PARTICIPATION GUIDELINES

The Board of Selectmen expects that the Chairpersons use their discretion in approving the Remote Participation Request for their particular Board/ Committee. The use of Remote Participation in meetings should be an infrequent event for individuals and for Town Boards and Committees.

PERMISSIBLE REASONS

1. Personal Illness or Disability
2. A Family or Other Emergency
3. Military Service
4. Geographic Distance (Employment)

MINIMUM REQUIREMENTS

- A Quorum of the public body shall be physically present.
- Remote participant and persons present at the meeting shall be clearly audible to each other.
- Remote participant shall have access to all materials being used at the meeting location.
- Remote participant may vote and shall not be deemed absent for purposes under M.G.L. c30A, §20(d).

REQUESTS

- Member requesting to participate remotely shall, at least 48 hours in advance or as soon as reasonably possible prior to the meeting, notify the Chair.
- Member must complete and sign Remote Participation Request Form and send to Chair.
- Approved Requests

Chair ensures the appropriate equipment is available.

Meeting materials must be made available to member.

- Denied Requests

Denied requests cannot be appealed.

- The Chair is to keep a record of all requests and send copies to the Board of Selectmen's Office, Town Clerk and requesting member.

METHODS

- Telephone, internet or satellite enabled audio or video conferencing, or any other technology that enables remote participation to be clearly audible or visible to all persons present.
- If required equipment is not available, the Chair shall deny request.

PROCEDURES

- The Chair shall announce the name of the member who will be participating remotely and the reason under 940CMR 29.10(5). This information shall be recorded in the minutes. (See suggested language below).
 - a. Let the record reflect that Board/Committee member _____ is attending remotely via speakerphone for meeting (date) _____ for (reason) _____ under 940CMR 29.00.
 - b. (Member) _____, can you hear me? [There must then be a clearly audible response in the affirmative.]
 - c. Let the record reflect that member _____'s attendance via speakerphone can be heard by all present at the meeting.
- All votes taken during a meeting with a remote participant shall be by roll call vote.
- If technical difficulties arise as a result of utilizing remote participation the Chair should suspend discussion while reasonable efforts are made to correct the problem.
- If remote participant is disconnected, that fact and time of disconnection (and if subsequent reconnection is achieved) shall be noted in the meeting minutes.
- If a public hearing occurs after disconnection, the member shall be noted as absent.
- Arrangements for needed equipment should be made with Town Staff prior to the meeting.

EXECUTIVE SESSION

- Remote participant shall state at the start of Executive session that no person is present and/or able to hear the discussion at the remote location.
- The presence of another person at the remote location must be approved by a simple majority vote of the public body.
- The remote participant must state that the session is not being remotely recorded by any device. (See suggested language below).
 - a. I certify that no other person is present and/or able to hear the discussion and that this discussion is not being recorded at this location. Chairpersons are encouraged to interpret these rules in a strict fashion and to encourage members to attend meetings in person.