

Policy: Remote Participation in Meetings of Public Bodies

Revision Date: 3/17/15

Effective Date: 3/23/15



Pursuant to 940 CMR 29.10(2), remote participation in meetings of public bodies is permitted by the Blandford Board of Selectmen in accordance with the following requirements:

- Remote participation is only allowed if a quorum of the body (two in the case of Blandford), including the chair or, in the chair's absence, the person authorized to chair the meeting, is physically present at the meeting location. 940 CMR 29.10(4).
- A member can participate remotely if the chair "determines one or more of the following factors makes the member's physical attendance unreasonably difficult":
 - Personal illness;
 - Personal disability;
 - Emergency;
 - Military service; or
 - Geographic distance
- If a member is allowed to participate remotely by use of video and/or audio conferencing, the regulations require that "... the remote participant shall be clearly visible to all persons present in the meeting location." 940 CMR 29.10(4).
- Any member of a public body who wishes to participate remotely must notify the chair of his desire to do so and the basis for the request;
- At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under for his remote participation. This information shall also be recorded in the meeting minutes;
- All votes taken during any meeting in which a member participates remotely shall be by roll call vote;

- A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body;
- When feasible, the chair shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting.
- Any member wishing to participate remotely must provide their own method of doing so (laptop, webcam, smartphone, Internet connection, or any other needed technology). The town is under no obligation to provide any of the needed infrastructures to facilitate this connection and will not provide reimbursement for personal services used for this purpose.”

Approvals:

Bill Levakis: _____ Date: _____

Adam Dolby: _____ Date: _____

Andy Montanaro: _____ Date: _____

Town of Blandford Remote Participation Policy

Employee Confirmation of Receipt

I hereby certify that I have received and reviewed a copy of the Town's Remote Participation in Meetings of Public Bodies Policy.

Employee Name

Employee Signature

Date