

Maine Recovery Council Remote Meeting Policy (August 10, 2023)

INTRODUCTION AND PURPOSE: Except as otherwise provided by law, all meetings of the Maine Recovery Council (“Council”) are open to the public and members of the public are permitted to attend.

This Remote Meeting Policy (“Policy”) governs the conditions upon which members of the Council and the public may participate in a public meeting of the Council by remote methods. Pursuant to this Policy, the Council may allow remote methods of participation in its public meetings in accordance with 1 M.R.S. § 403-B.

For purposes of this policy, “remote methods” means telephonic or video technology allowing simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability. Public proceedings may not be conducted by text-only means such as e-mail, text messages or chat functions.

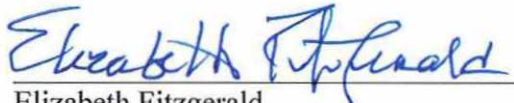
1. Council member expectations. Council members are expected to be physically present for Council meetings except when circumstances and conditions exist under which remote participation is permissible. Except as permitted by this Policy, only those Council members who are physically present at the physical location of a Council meeting may participate in the meeting.
2. Circumstances and conditions under which remote participation is permissible.
 - a. *Meeting is fully remote.*
 - i. If the Council Chair determines, after soliciting input from the Council and subject to a different determination by vote of the Council, that one or more Council meetings may be conducted solely by remote methods, then such meetings shall be conducted solely by remote methods. Such determination shall be made sufficiently in advance of the meeting to provide public notice, consistent with 1 M.R.S.A. § 406, that the meeting will be conducted solely by remote means.
 - b. *Meeting is in-person at a physical location and Members may participate using remote methods.*
 - i. If the Council Chair determines that one or more Council meetings shall be conducted in-person at a physical location, a Council Member may elect to participate in such meeting using remote methods.

3. Responsibilities of Council members who participate using remote methods.
 - a. Any Council member who wishes to participate using remote methods must have the technology, including internet access, in their remote location sufficient to be seen and heard during the meeting and participate in the same capacity as those members physically present and be responsible for any costs associated with obtaining and maintaining the technology and equipment necessary to participate using remote methods.
 - b. In the event that technical difficulties preclude any member of the Council from participating in a particular meeting in a meaningful way using remote methods, then the Council Chair shall determine whether the member may continue to participate in that meeting using remote methods.
4. Form of remote participation. When one or more Council members will be participating using remote methods or when the Council will be conducting a fully remote meeting, the Council will schedule a meeting using an internet-based virtual meeting platform (e.g., Zoom) that provides simultaneous audio and video reception for all participants.
5. Procedures applicable when Council members participate using remote methods.
 - a. A member of the Council who participates using remote methods in accordance with this Policy is present for purposes of a quorum and voting.
 - b. All votes taken by the Council during any meeting at which a Council member participates using remote methods must be taken by roll call vote that can be seen and heard by the other members of the Council and the public.
6. Public Access to Meetings.
 - a. The Council shall identify and provide members of the public a meaningful opportunity to attend meetings using remote methods when the Council meets either fully remotely pursuant to paragraph 2(a) of this Policy or whenever any member of the Council participates by remote methods. The Council may limit public attendance at a proceeding solely to remote when the Council meets only by remote methods.
 - b. The Council will provide notice of all public meetings in accordance with 1 M.R.S. § 406. When the public may attend by remote methods, the meeting notice will include the means by which members of the public may access the meeting using remote methods. For individuals with disabilities seeking a reasonable accommodation, the notice will identify the specific individual to contact about arranging for the accommodation. When applicable, the notice will also identify a location for members of the public to attend in person.
 - c. When the Council allows or is required to provide an opportunity for public input

during any meeting conducted by remote methods, an effective means of communication between the Council members and the public will be provided, such as the ability to address the Council through video, microphone or telephone.

- d. If any Council member is participating from a remote location, the Council shall make all non-confidential documents and other materials, electronic or otherwise, considered by it during the meeting available to the public who attend by remote means to the same extent customarily available to members of the public who attend Council meetings in person, so long as no additional costs are incurred by the Council.
7. Council Committees: This Policy applies to all committees of the Council that are subject to the meeting requirements of 1 M.R.S. § 403.
8. Amendments to this Policy. This Policy may be amended as needed by a three-fifths vote of its members. This Policy will take effect immediately upon adoption.

I certify that the foregoing Remote Meeting Policy of Maine Recovery Council was approved and adopted for the Council by a vote of the Council Members on August 10, 2023, and that it is currently in effect.



Elizabeth Fitzgerald
Secretary, Maine Recovery Council

Date: 12-14-23