



Town of Hampden  
Remote Meeting Participation Policy

Pursuant to 1 MRSA § 403-B, and after public notice and hearing, the Town of Hampden adopts the following policy to govern the participation, via remote methods, of members of the body and the public in the public proceedings or meetings of the body.

Members of the body are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the body to meet via remote methods, or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location. Consistent with the Town of Hampden Charter, members are restricted to six remote meetings a year and the chair or presiding officer of the body, in consultation with other members if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. A member who is unable to attend a meeting in person will notify the chair or presiding officer of the body as far in advance as possible. Members are permitted to attend executive sessions remotely provided that the security of the technology is vetted by the IT department. As an assurance for the public and for full transparency, it shall be the policy that remote participation by members of the body shall be permitted only by way of video. Participation by members through telephone or chat features shall be prohibited.

The public will be provided a meaningful opportunity to attend via remote methods for all meetings. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire body to meet using remote methods. Even when all members of the body are physically present, it shall be the policy of the Town of Hampden to allow members of the public to attend and participate via remote methods.





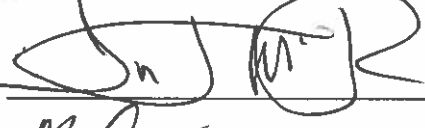
Notice of all meetings will be provided in accordance with 1 MRSA § 406 and any applicable charter, ordinance, policy, or bylaw. When the public attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person. The body will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the body to meet using remote methods of attendance.

The body will make all documents and materials to be considered by the body available to the public who attend in person, provided no additional costs are incurred by the body.

All votes taken during any meeting will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the body and the public. A member of the body who participates remotely will be considered present for purposes of a quorum and voting.

This policy will remain in force indefinitely unless amended or rescinded.

Dated: 8-2-2021

Signed:   
  
  
  
Hubbert  
  
M. Lomax