



Brunswick Sewer District

Remote Participation in Public Proceedings Policy

Purpose: The Brunswick Sewer District (BSD) recognizes that in certain instances it is practicable for our Trustees, staff, rate payers and members of the public to participate in public meetings via remote methods. This policy outlines procedures and expectations for members of the Board of Trustees for remote participation in public proceedings as required by An Act Regarding Remote Participation in Public Proceedings, Public Law, Chapter 290 as enacted June 21, 2021.

Application: This policy applies only to public proceedings as defined under 1 M.R.S.A. § 402 (2), where public notice, as defined under 1 M.R.S.A. § 406, is required. This does not apply to internal staff meetings, sub-committees, or other meetings where less than 3 members of the public body are present.

Definition of Remote Methods: Telephonic, or video technology allowing simultaneous reception of information and may include other methods when such means are necessary to provide reasonable accommodation to a person with disability. Remote methods do not include text-only means such as e-mail, text messages, and chat functions.

Policy: All members of the Board of Trustees are expected to be physically present for public proceedings except when being physically present is not practicable. To the best extent practical, meetings will be held in “hybrid” format where participants are able to attend both physically and virtually. Virtual public participation is provided as a convenience and may not always be offered except as required by Chapter 290. In those instances, the typical physical meeting conditions apply. The BSD reserves the right to eliminate virtual participation in instances where it is not practicable or where there is difficulty or failure with the technology.

- Trustees and staff are expected to be physically present for public proceeding except when being physically present is not practicable. Examples include, but are not limited to, severe weather, extended travel, injury, illness, and personal conflicts.
- Public notice will be provided in accordance with the BSD charter and freedom of access laws. The notice shall include how members of the public may access the proceedings in person and by using remote methods, when applicable.
- When Trustees and staff are afforded remote participation in meetings, members of the public will be afforded the same remote participation opportunities and reasonable accommodations will be made to provide access to individuals with disabilities.
- Trustees who participate via remote methods are present for purposes of a quorum and voting.
 - All votes taken using remote methods must be taken by roll call. If using video technology, trustees must be seen and heard, and heard if using audio only.

This policy does not supersede the BSD Charter, Rules and Regulations, Trustee By-laws or any other district policies regarding meeting participation and procedures. All other standards, rules, regulations, and policies still apply.