

## YORK WATER DISTRICT

POLICY: Remote Meeting Policy  
DATE ISSUED: October 21, 2021  
BOARD APPROVED: October 21, 2021  
SUPERSEDES ANY PREVIOUS POLICY  
REVISION DATE:

### Board and Subcommittees

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the York Water District adopts this policy governing remote or partially remote participation in public meetings and proceedings.

#### PURPOSE

The purpose of this policy is to provide a framework for remote participation or attendance at meetings of the trustees of the York Water District, or its subcommittees.

#### A. LIMITED IN SCOPE

Board and Subcommittee members of the York Water District are expected to be physically present for meetings except when being physically present is not practical, including but not limited to the following circumstances:

1. The existence of an emergency or urgent issue that requires the full board or subcommittee to meet remotely.
2. Illness, other physical condition, or temporary absence from the York Water District that causes a member to face significant difficulties traveling to and attending in person.

The member who is unable to attend a meeting in person shall notify the Board President, or, in the event the Board President is not available, the Treasurer, as far in advance of the meeting as possible. Such individual is authorized to make a determination as to whether remote participation by the board or subcommittee or certain member(s) is permissible under the circumstances.

#### B. REMOTE PARTICIPATION REQUIREMENTS

1. Remote Methods of Participation
  - a. The remote method of participation may be through telephonic or video technology that allows for the simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability. Methods of participation cannot be by text-only means such as e-mails, text message or chat functions.

## 2. Boards & Subcommittees

- a. A board or subcommittee member participates in a public proceeding by remote methods is present for purposes of a quorum and voting.
- b. All votes taken during any public proceeding when one or more members are participating by remote means shall be by roll call vote that can be seen and heard if using video technology and heard if using only audio technology.

## 3. Members of the Public

- a. Members of the public must be given meaningful opportunity to attend remotely when a member of the board or subcommittee is participating remotely.
- c. If the board or subcommittee allows or is required to provide an opportunity for public input during the meeting, and effective means of communication between the members of the body and the public must be provided.
- d. The board or subcommittee may not determine that public attendance at a proceeding will be limited solely to remote methods, except in the case of an emergency or urgent issue that requires the full board or subcommittee to meet remotely.

## 4. Notice Requirements

- a. Notice of all board and subcommittee meetings must be provided in accordance with 1 M.R.S. § 406 and applicable York Water District requirements.
- b. When the public may attend via remote methods the notice must include the means by which the public can participate remotely.
- c. Unless the entire board or subcommittee is meeting remotely, due to an emergency or urgent issue, the notice shall include the physical location of the meeting for those that would like to attend in person.

## 5. Meeting Materials

All documents and materials considered by the board must be made available to the public who attend remotely, electronically, or otherwise, to the same extent they are customarily made available to members of the public who attend in person, as long as additional costs are not incurred by the York Water District