



## **Remote Participation Policy Long Creek Watershed Management District**

In accordance with 1 M.R.S. § 403-B, and after public notice and hearing, the Long Creek Watershed Management District (“District”) Board of Directors adopts this “Remote Participation Policy” (the “Policy”) to govern the participation, by remote methods, of members of this public body and of the public in the public proceedings, or public meetings, of this public body.

The Long Creek Watershed Management District Board of Directors (“Board”) may allow members of this public body to participate in public proceedings (“meetings”) using remote methods only under the following conditions.

**A. Remote Methods.** “Remote methods” of participation means telephonic or video technology allowing simultaneous reception of information and may include other means when necessary to provide reasonable accommodation to a person with a disability. Public meetings by remote methods of participation may not be conducted by text-only means such as e-mail, text messages, or chat functions.

**B. Remote Participation by Board Members.** Members of the Board may participate by remote methods when being physically present is not practicable, which may include, but is not limited to, the following circumstances:

1. When a medical condition of a Board member or the Board member’s family makes attendance impracticable;
2. When a Board member is travelling;
3. When temporarily outside the District area; or
4. When attendance by a Board member is not convenient.

The chair or presiding officer of the Board, in consultation with other members if appropriate and possible, will make a determination that remote methods of participation in a meeting are necessary in as timely a manner as possible under the circumstances. A member of the Board who is unable to attend a meeting in person will notify the chair or presiding officer as far in advance as possible.

**C. Remote Participation by Public, Hybrid Meetings.** When any member or members of the Board participate in a meeting by remote methods, the public shall be provided a meaningful opportunity to attend by remote methods and reasonable accommodations may be provided when necessary to provide access to individuals with disabilities. The Board also may permit the public to attend by remote methods even if no member of the Board will be doing so, as a part of a “hybrid” meeting with both in-person and remote participation in the meeting.

**D. Remote Participation Only.** The Board may meet solely by remote methods if an emergency or urgent situation requires that all members of the Board meet only by remote methods. In that circumstance, the Board may limit public participation in that meeting to remote methods only.

If the Board allows or is required to provide an opportunity for public input during the meeting, an effective means of communication between the members of the Board and the public must be provided.

**F.** Notice of all public meetings must be provided in accordance with 1 M.R.S. § 406 and any applicable statute, policy, regulation, rule, or bylaw. When the public may attend by remote methods, notice must include the means by which members of the public may access the public meeting using remote methods and will provide a method for disabled persons to request necessary reasonable accommodation to access the public meeting. The notice must also identify a location where the public may attend the meeting in person.

**G.** A member of the Board who participates in a public meeting by remote methods will be considered present for purposes of a quorum and voting.

**H.** All votes taken during a public meeting using remote methods must be taken 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 Board and the public.

**I.** The Board must make all documents and other materials considered by it at the meeting available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the Board. Therefore, last minute submission of documents and other materials to the Board after the deadline for submission of these to the District Executive Director in advance of each meeting is prohibited unless those documents and other materials are also made available to the public who attend by remote methods to the same extent customarily available to the public who attend in person.

**J.** This Policy applies to any Committee within the Jurisdiction of the Board.

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

Dated: 5/24/23

Adopted by: Long Creek Watershed Management District  
Board of Directors

By:   
Fred Dillon, Chair  
Long Creek Watershed Management District  
Board of Directors