

Remote Participation Policy

Pursuant to 1 M.R.S. Section 403-B, the Board of Commissioners of the Housing Authority of the City of Bangor (the "Board") adopts this Remote Participation Policy (the "Policy") for remote participation in public meetings and proceedings.

Physical Presence Preferred

Members of the Board are expected to be physically present for public proceedings, including but not limited to monthly Board meetings, except when being physically present is not practicable. Circumstances in which physical presence for one or more Board members is not practicable include:

1. The existence of an emergency or urgent issue that requires the Board to meet remotely; and
2. Illness or other physical condition or temporary absence from the jurisdiction that causes a member of the Board to face significant difficulties travelling and attending in person.

A member of the Board who is unable to attend a public proceeding in person and who requests remote participation shall inform the chair, or other presiding officer of the Board, and the Secretary, of the request as far in advance as possible. The chair, or other presiding officer of the Board, in consultation with the Secretary and other members of the Board, if appropriate and possible, will decide if remote methods of participation are necessary in as timely a manner as possible under the circumstances.

Remote Methods Allowed

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means, such as e-mail, text messages, or chat functions.

To participate remotely, a Board member must be able to be heard by the rest of the Board and by the public.

A member of the Board who participates in a public proceeding by remote methods, as authorized by this Policy, shall be considered present for purposes of quorum and voting.

Public Opportunity to Attend

Members of the public will be given a meaningful opportunity to attend by remote methods when members of the Board participate by remote methods, and reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.

When the Board provides an opportunity for public input during public proceedings, it will provide an effective means of communication between members of the Board and the public.

Notice

Notice of public proceedings will be provided in accordance with 1 M.R.S. § 406. When the public may attend via remote methods, the 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. The notice will also identify the location where the public may attend the meeting in person. The Board will not restrict in-person, public attendance to meetings, except in the case of an emergency or urgent issue that requires it to meet using remote methods of attendance or while it is meeting pursuant to 1 M.R.S. § 405.

Meeting Materials

When remote participation is allowed under this Policy, the Board will make all documents and materials to be considered by it during a meeting available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred. Generally, this will be done through the calendar on the website for the Housing Authority of the City of Bangor.

Votes

All votes taken during a public proceeding in which a Board member is participating through remote methods will be by roll call vote that can be seen and heard if using video technology, and heard if using audio technology only, by other members of the Board and the public.