



Town of Rockport Ordinance Review Committee Remote Participation Policy



Rockport, Maine – August 9, 2021

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PURPOSE

The purpose of this policy is to provide a framework for when remote participation is allowed for members of the Select Board as well as members of the public and to outline acceptable methods of remote communication.

A. LIMITED IN SCOPE

The Ordinance Review Committee (ORC) members are expected to be physically present except when being physically present is not practicable, including the following circumstances:

1. The existence of an emergency or urgent issue that requires the full ORC to meet remotely.
2. For individual members of the ORC:
 - a. Illness or other physical condition; or
 - b. Temporary absence from the jurisdiction where traveling to the meeting would cause the member to face significant difficulties to attend in person.

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 text-only, i.e., email, text messages, and chat functions.
- b. 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. 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.

2. Notice Requirements

- a. Notice of the proceeding must be provided in accordance with 1 M.R.S. § 406.
- b. When the public may attend via remote methods the notice must include how the public can participate remotely, as well as the physical location of the meeting for those that would like to attend in person (except in cases of an emergency under Section A(1) above).

3. Meeting Materials

- a. All documents and materials considered by the ORC must be made available to the public who attend remotely, to the same extent they are made available to member of the public who attend in person.

4. Members of the ORC

- a. A member who 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 of the ORC 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.
- c. A member who will be participating remotely shall notify the Chair as far in advance as possible.

5. Members of the Public

- a. Members of the public must be given the opportunity to participate remotely when a member of the ORC is participating remotely.
- b. The ORC may not determine that public attendance at a proceeding will be limited solely to remote methods except under the conditions in Section A(1) above.

ADOPTION AND SIGNATURES

The Rockport ORC approved this Remote Participation Policy on January 13, 2022.

Richard Remsen, Chair

Robert Hall, Vice-Chair

Taylor Allen

David Cockey

William Gartley

Mark Haley; Planning Board Rep.

Denise Munger; Select Board Rep.