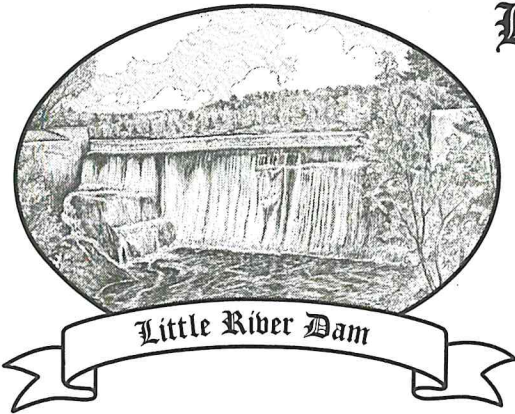


# Belfast Water District

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**Belfast Water District**

## **PUBLIC NOTICE**

### **Adoption of the Remote Participation Policy**

Pursuant to 1 M.R.S. § 403-B, the Belfast Water District proposes to adopt the attached Remote Participation Policy at its regularly scheduled Board Meeting on:

**Monday, August 9, 2021, at 1:00 p.m.**

**at the Belfast Water District office**

**located at 285 Northport Avenue, Belfast, Maine**

**Members of the public will have the opportunity to comment regarding this policy at this meeting (see attached 'Remote Participation Policy').**

For more information, please contact the Belfast Water District office at (207) 338-1200 or e-mail [info@belfastwater.org](mailto:info@belfastwater.org).

## REMOTE PARTICIPATION POLICY

**DRAFT**

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the Belfast Water District (District) hereby adopts the following policy, to govern the participation, via remote methods, of their Board of Trustees meetings, the public, and in the public proceedings.

The Belfast Water District's Board of Trustees are expected to be physically present for meetings except when not practicable, an emergency or urgent issue that requires the trustees to meet via remote methods, or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location. In consultation with other trustees, if appropriate and possible, the chairman or presiding officer of the Board will determine that remote methods of participation are necessary for as timely a manner as possible under the circumstances. A participant who cannot attend a meeting in person will notify the chairman or presiding officer as far in advance as possible.

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.

The District will provide the public with a meaningful opportunity to attend via remote methods when any Board of Trustee participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the Board and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire body to meet using remote methods.

The District will provide notice of all meetings per 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include how the public may access the meeting remotely and provide a means for disabled persons to request necessary accommodation to access the meeting. The notice will also identify a location where the public may attend the meeting in person.

The Board of Trustees meeting will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the Board to meet using remote methods of attendance. All documents and materials to be considered by the Board must be made 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.

All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology or heard if using audio technology only, by other trustees and the public. A trustee who participates remotely will be considered present for a quorum and voting purposes.

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