

Advisory Committee on Education Savings

REMOTE MEETING POLICY

Pursuant to **1 MRSA §403-B**, the Members of the Advisory Committee on Education Savings (the “Committee” or the “body”) are required to physically attend public proceedings of the body, unless their physical attendance is not practicable. Examples of circumstances where physical attendance is not practicable are limited to:

1. The existence of an emergency or urgent issue that requires the public body to meet by remote methods;
2. Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to and attending in person at the location of the proceeding;
3. Significant distance a member must travel to be physically present at the location of the proceeding;
4. The Committee's jurisdiction includes geographic characteristics that impede or slow travel, including but not limited to islands not connected by bridges; and
5. An inclement weather event, or ongoing conditions related thereto, which would cause a member of the body to face significant difficulty, delay or risk traveling to and from the location of the meeting.

The determination of whether physical attendance is not practicable, whether as to a particular member or the Committee as a whole, shall be made by the Committee Chair, who shall make any such determinations reasonably and equitably. When it is determined that physical attendance is not practicable, the applicable Committee members may attend the proceeding remotely and be considered present for quorum and voting purposes, with the following requirements:

- A. Remote participants participate by telephonic or video technology allowing simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability. Participation via text-only means such as e-mail, text messages or chat functions are not permitted.
- B. Members of the public shall be provided a meaningful opportunity to attend by remote methods when members of the body participate by remote methods, and reasonable accommodations may be provided when necessary to provide access to individuals with disabilities;
- C. If the body allows or is required to provide an opportunity for public input during the proceeding, an effective means of communication between the members of the body and the public must be provided;

- D. Notice of the proceeding must be provided in accordance with applicable law. When the public may attend by remote methods pursuant to paragraphs 2 and 3, the notice must include the means by which members of the public may access the proceeding using remote methods. The notice must also identify a location for members of the public to attend in person.
- E. All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by the other members of the public body and the public; and
- F. The public body must make all documents and other materials considered by the public body available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to members of the public who attend such proceeding physically.

In the event of a conflict between this policy and any existing rule or bylaw of the body regarding remote attendance, this policy shall control.

Adopted after notice and public hearing on: