

Christine Joyce

8/20 (9)

From: Mike Gowing [mikeg.acton@gmail.com]
Sent: Saturday, July 28, 2012 11:53 PM
To: Christine Joyce
Subject: Fwd: Remote Participation materials - Minutes and policy, January 9, 2012
Attachments: Scan from a Xerox WorkCentre001.pdf

I found this email and remembered that John wanted to review in six months (which, conveniently, happens to be now).

----- Forwarded message -----

From: **Christine Joyce** <cjoyce@acton-ma.gov>
Date: Tue, Apr 10, 2012 at 3:26 PM
Subject: Remote Participation materials - Minutes and policy, January 9, 2012
To: Steve Ledoux <sledoux@acton-ma.gov>, Mike Gowing <mikeg.acton@gmail.com>

Mike/Steve, I reviewed the minutes of that meeting and Mr. Sonner asks to review it for 6 months and then discuss it with All Board Chair's Meeting in the summer.

I Understood that to mean, see how it works and then after 6 months to introduce it to the All Board's Committee to discuss in a Summer Meeting. SO, I did not distribute this to staff. If I did not understand let me know, and I can get it out to all dept/boards and Committees.

Let me Know

Chris

-----Original Message-----

From: ATH-MGR-COPIER@acton-ma.gov [mailto:ATH-MGR-COPIER@acton-ma.gov]
Sent: Tuesday, April 10, 2012 3:23 PM
To: Christine Joyce
Subject: Scan from a Xerox WorkCentre

Please open the attached document. It was scanned and sent to you using a Xerox multifunction device.

Attachment File Type: pdf

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Device Name: ATH-MGR-COPIER

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REMOTE PARTICIPATION GUIDELINES

The Board of Selectmen has decided pursuant to Open Meeting Law regulation 940 CMR 29.10(5) to allow remote participation in meetings by Town of Acton board and committee members when board members are unable for specified reasons to attend a public meeting in person. The Selectmen have developed the following guidelines to clarify when and how remote participation is permissible in Acton. Permissible Reasons for Remote Participation. As provided under the Open Meeting Law regulation, remote participation by a board member will be permissible if in-person attendance is unreasonably difficult for one or more of the following reasons:

- personal illness (self-determined)
- personal disability (temporary or permanent)
- emergency (within 12 hours of the meeting)
- military service
- geographic distance (greater than 20 miles).

Notification to Chairman Prior to Meeting. Any board member wishing to participate remotely must notify the chairman (or chairman's designee) as soon as possible (preferably at least 12 hours) prior to the meeting of the need to participate remotely, and the reason(s) for doing so.

Audibility. All Board members participating in a meeting, whether in person at the meeting location or remotely from a different location, must be clearly audible to each other (a telephonic connection is the preferred standard, but a video feed also will be acceptable; a mobile phone with speaker-phone capability is appropriate if it provides the required audibility for all participants). The Town is not responsible for providing equipment or making other arrangements for meetings with remote participation at the schools, Public Safety Facility or Memorial Library.

Quorum at Meeting Location. A quorum of the Board, including the chairman, or chairman's designee or other member authorized to chair the meeting in the chairman's absence, must be physically present at any meeting in which a Board member participates remotely. Members participating remotely do not count for purposes of establishing a quorum.

At the start of the meeting, the chairman shall announce the name of any member who will be participating remotely and the permissible reason(s) for the remote participation, which information shall be recorded in the meeting minutes.

Remote Attendance and Voting. A Board member participating remotely will be responsible for calling in to the meeting. The member will be deemed present at the meeting and may participate in any vote to the same extent that the member would if attending the meeting in person. Before participating remotely in an executive session, the member must state for the record that no other person is present at the remote location or able to hear the discussion; or the Board must authorize by a majority vote the presence of another person at the remote location.

Distribution of Meeting Materials to Remote Participants. When feasible, the chairman (or chairman's designee) shall distribute to remote participants, in advance of the meeting, electronic or paper copies of documents or exhibits that the chairman (or chairman's designee) reasonably anticipates will be used during the meeting.

If a board wishes to adopt a more restrictive policy with respect to remote participation, the board first must submit the proposed policy to the Board of Selectmen for review and approval.

To summarize the major rules:

- Members wishing to participate in a meeting remotely must notify the chairman (or his designee) of the reason for remote participation as soon as possible (preferably at least 12 hours) in advance of the meeting
 - The chairman (or chairman's designee) must be physically present at the meeting location
 - A quorum must exist at the meeting location
 - All participating members must be clearly audible to each other
 - The chairman must announce the name of any member participating remotely and the reason for the remote participation
 - A roll call vote is required for any and all votes involving members participating remotely
 - A board may not impose additional remote participation requirements without the Board of Selectmen's prior review and approval
 - The Town is not responsible for providing equipment or making other arrangements for meetings with remote participation at the schools, Public Safety Facility or Memorial Library
- Town of Acton Committee Handbook

Version 2: June 30, 2012

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