**REMOTE PARTICIPATION MEETING CHECKLIST**

In Advance of Meeting

* All non-emergency items properly posted *at least* 48 hours in advance
* Remote participation statement and link to the Governor’s order is posted with agenda (see wording below)
* All members received the same documents for meeting
* Supporting documents posted on Town website (does not have to be 48 hours in advance unless required by law)
* For meetings with public participation, encourage written public comments

Initiating Meeting

* Confirm that all Members are present and can hear each other
* Read Preamble to Remote Meetings (see preamble below)
* Introduce all members, staff, and persons on the agenda
* Cover “ground rules”

For “Zoom” Meetings

* Disable Chat Function for Participants
* Click “Record Meeting”
* Advise Participants that Meeting is Being Recorded
* Caution Participants About Screen Sharing (disable)

During Meeting

* Each speaker states their name before each presentation, comment, or question
* All votes taken by roll call
* Meeting Minutes reflect remote status

Technical Difficulties

* If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
* Keep accurate minutes noting any disconnections and reconnections of members

**Statement to Read at the Start of Meetings**

Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the [city/town] [board/committee/commission] will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the [city/town’s] website, at [insert web address]. For this meeting, members of the public who wish to [listen/watch] the meeting may do so in the following manner: [specify method of access]. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the [city/town’s] website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Executive Order - <https://41g41s33vxdd2vc05w415s1e-wpengine.netdna-ssl.com/wp-content/uploads/2020/03/OpenMtgLaw_ExecOrder_Mar32020.pdf>

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