

REMOTE PARTICIPATION MEETING CHECKLIST - Chairs & Administrators

In Advance of Meeting

- ☐ All non-emergency meetings properly posted *at least* 48 hours in advance to Town Clerk.
- ☐ AGENDA ó must incorporate how to access the remote meeting i.e: zoom meeting web ID and password, phone numbers to call in.
IT can help Chair members and administrators set up with Zoom authorization.
- ☐ òExecutive Order on Remote Participationö language is posted with agenda ó see sample
- ☐ All members are emailed Zoom invite to meeting, agenda and documents
- ☐ Agenda and supporting documents posted on Town website
- ☐ For meetings with public participation, encourage written public comments, provide contact email on meeting notice.

Initiating Meeting

- ☐ Confirm that all Members are present and can hear each other
- ☐ Read Preamble to Remote Meetings ó sample script is available
- ☐ Note to public that materials for meeting are available through the Town website - if applicable
- ☐ Cover òground rulesö

For òZoomö Meetings

- ☐ Disable microphones to public participants to reduce noise
- ☐ Click òRecord Meetingö
- ☐ Advise Participants that Meeting is Being Recorded
- ☐ Caution Participants About Screen Sharing
- ☐ Advise public participants they can request comment through the òchatö function

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