

**REMOTE PARTICIPATION POLICY  
TOWN OF LYMAN  
COMPREHENSIVE PLAN COMMITTEE**

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the above-named body adopts the following policy to govern the participation, via remote methods, of members of the COMPREHENSIVE PLAN COMMITTEE and the public in the public proceedings or meetings of the COMPREHENSIVE PLAN COMMITTEE.

Members of the COMPREHENSIVE PLAN COMMITTEE are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the COMPREHENSIVE PLAN COMMITTEE to meet via remote methods, or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location or when traveling/working out of state. All COMPREHENSIVE PLAN COMMITTEE meetings will be accessible by Zoom or other remote platform when possible. A member who is unable to attend a meeting in person will notify the chair or presiding officer of the COMPREHENSIVE PLAN COMMITTEE 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 public will be provided a meaningful opportunity to attend via remote methods when any member of the COMPREHENSIVE PLAN COMMITTEE participates via remote methods, if practicable. If public input is allowed or required at the meeting, an effective means of communication between the COMPREHENSIVE PLAN COMMITTEE and the public will also be provided, if practicable. The Committee chairperson may instruct the moderator to mute members of the public who are disruptive to the proceedings. The public will also be provided with an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire COMPREHENSIVE PLAN COMMITTEE to meet using remote methods.

Notice of all meetings will be provided in accordance with 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 will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person. The COMPREHENSIVE PLAN COMMITTEE will not restrict public attendance to remote access except in the case of an emergency or urgent issue that requires the COMPREHENSIVE PLAN COMMITTEE to meet using remote methods of attendance.

The COMPREHENSIVE PLAN COMMITTEE *will* make all documents and materials to be considered by the COMPREHENSIVE PLAN COMMITTEE available, electronically or otherwise, when practicable, 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 by the Town of Lyman

Remote Participation Policy of the COMPREHENSIVE PLAN COMMITTEE

Adopted on this \_\_\_\_ day of \_\_\_\_\_, 2023

Amended: \_\_\_\_\_

\_\_\_\_\_  
Michelle Felicitti

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David Alves

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Don Hernon

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Margarette "Peg" Macdonald