

Remote Participation Policy

Knox County Regional Airport Public Advisory Committee

In accordance with 1 M.R.S. § 403-B, and after public notice and hearing, the Knox County Regional Airport Public Advisory Committee (“Committee”) adopts this “Remote Participation Policy” (the “Policy”) to govern the participation, by remote methods, of members of this Committee and of the public in the public proceedings, or public meetings, of this Committee.

The Committee may allow members of this Committee to participate in a public meeting using remote methods only under the following conditions.

- A. “Remote methods” of participation means telephonic or video technology allowing simultaneous reception of information and may include other means necessary to provide reasonable accommodation to a person with a disability. Public meetings by remote methods of participation may not be conducted by text-only means such as e-mail, text messages, or chat functions.
- B. Members of the Committee are expected to be physically present for public meetings except when being physically present is not practicable, which may include the following circumstances:
 - 1. The existence of an emergency or urgent issue that requires the Committee to meet by remote methods;
 - 2. Illness, other physical condition or temporary absence from Knox County that causes a member of the Committee to face significant difficulties traveling to the publicly noticed meeting location and attending the meeting in person; and
 - 3. The area of the Committee’s jurisdiction includes geographic characteristics that impede or slow travel, including but not limited to islands not connected by bridges.

The chair or presiding officer of the Committee, in consultation with other members if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. A member of the Committee who is unable to attend a meeting in person will notify the chair or presiding officer as far in advance as possible.

- C. When any member or members of the Committee participate by remote methods, the public shall be provided a meaningful opportunity to attend by remote methods and reasonable accommodations must be provided when necessary to provide access to individuals with disabilities.
- D. If the Committee allows or is required to provide an opportunity for public input during the meeting, an effective means of communication between the members of the Committee and the public must be provided.

E. Notice of all public meetings must be provided in accordance with 1 M.R.S. § 406 and any applicable charter, statute, policy, regulation, or bylaw. When the public may attend by remote methods, notice must include the means by which members of the public may access the public meeting using remote methods and will provide a method for disabled persons to request necessary reasonable accommodation to access the public meeting. The notice must also identify a location where the public may attend the meeting in person. The Committee will not limit public attendance solely to remote methods except in the case of the existence of an emergency or urgent issue that requires the Committee to meet using remote methods.

F. A member of the Committee who participates in a public meeting remotely will be considered present for purposes of a quorum and voting.

G. All votes taken during a public meeting using remote methods must be taken by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the Committee and the public.

H. The Committee must make all documents and other materials considered by it at the meeting available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the Committee. Therefore, last minute submission of documents and other materials to the Committee after the deadline for submission of these to the Knox County Regional Airport Manager in advance of each meeting is prohibited unless those documents and other materials are also made available to the public who attend by remote methods to the same extent customarily available to the public who attend in person.

This Policy will remain in force indefinitely unless amended or rescinded.

On motion by _____, seconded by _____, at its meeting of January __, 2022, the Knox County Regional Airport Public Advisory Committee, after notice and public hearing, by vote of __ to __ votes to adopt this Policy and to authorize the Chair to sign this Policy

Dated: _____

Adopted by: Knox County Regional Airport Public
Advisory Committee

By: _____
Its