

Committee Member Remote Participation Policy

POLICY: In accordance with 1 M.R.S. § 403-B, it is the policy of the State Trauma Prevention and Control Advisory Committee (“Committee”) to allow Committee members to participate remotely using synchronous telephonic or video technology allowing simultaneous reception and exchange of information pursuant to this policy.

1. The Committee recognizes that there are benefits to meeting in-person. It further recognizes that in-person participation can be challenging for various members who have impediments to meeting in-person at each meeting and those impediments may, over time, discourage people from participating on the Committee. Accordingly, Committee members are encouraged to attend in person but are permitted to participate remotely.
2. The Committee may hold a virtual meeting, meaning a meeting where there is no physical location where either the public or board members can attend, if an emergency or urgent issue exists as determined by the Committee Chair, or if the Chair is unavailable, by the Director of Maine EMS.

An “emergency” or “urgent issue” includes but is not limited to:

- A. A declaration of emergency issued by the Governor of the State of Maine, the President of the United States, or by an applicable state or federal agency;
- B. Circumstances that require an immediate meeting such as imminent risk of harm to person or property; or
- C. Meteorological conditions that impede safe travel, including but not limited to significant weather events such as snowstorms.

Access to virtual meetings due to an emergency or urgent issue shall be provided by the Committee to members of the public to permit a meaningful opportunity to attend.

3. The Committee may not limit the public’s ability to attend a public proceeding in person except when the existence of an emergency or urgent issue is determined pursuant to paragraph 2 of this Policy.
4. The Committee shall identify a physical location for members of the public to attend in person except when the existence of an emergency or urgent issue is determined pursuant to paragraph 2 of this Policy.
5. The Committee shall provide remote methods for the public to attend whenever members of the Committee participate by remote methods, and reasonable accommodations may be provided when necessary to provide access to individuals with disabilities. Any member of the public needing and requesting accommodation to access a public Committee proceeding should contact Committee staff at: 207-626-3860.

6. Whenever the Committee is scheduled to allow or required to provide an opportunity for public input during a public Committee proceeding, the Committee shall provide an effective means of communication between the members of the Committee and the public.

7. Any Committee member who participates remotely must have the technology, including internet access, in their remote location sufficient to be seen and heard, if using video technology, and heard, if using audio only technology, by other Committee members and the public and to participate in the same capacity as those members physically present. Committee members shall be responsible for any costs associated with obtaining and maintaining the technology and equipment necessary to participate remotely.

8. In the event that technical difficulties preclude any member of the Committee from participating in a meaningful way, then the Committee members present shall determine whether the member may continue to participate remotely.

9. A member of the Committee who participates remotely in a public Committee proceeding is present for purposes of a quorum and voting.

10. All votes taken by the Committee during a public Committee proceeding using remote methods for participation by any Committee member must be taken by roll call vote that can be seen and heard if using video technology, and heard if using audio only technology, by the other members of the Committee and the public.

11. The Committee shall make all non-confidential documents and other materials, electronic or otherwise, considered by it during a public proceeding available to the public who attend by remote means to the same extent customarily available to members of the public who attend Committee public proceedings in person so long as no additional costs are incurred by the Committee.

12. Nothing in this policy is intended to be a rule subject to the provisions of 5 M.R.S. §§ 8051-8074, and this policy may be subsequently amended by simple majority vote of those present and voting once quorum is achieved.

This policy was adopted by the Committee on January 28, 2025 following notice and hearing.