



STATE OF MAINE  
E-9-1-1 COUNCIL

**E-9-1-1 Council Remote Participation Policy**  
**Adopted March 8, 2022**

The purpose of this policy is to establish the conditions under which E-9-1-1 Council (Council) Members may participate in proceedings, or meetings, and deliberations via remote methods. The Council strives to have all 17 Council Members attend meetings and deliberations in person at the offices of the Maine Public Utilities Commission (or at a different location as applicable). Council Members are expected to be physically present for public meetings; however, one or more Council Members may participate in meetings and deliberations remotely if the following requirements have been met:

1. Notice of the event has been provided pursuant to 1 M.R.S. §§ 403-B and 406.
2. In-person attendance of a Council Member is impracticable. Circumstances in which physical presence for one or more members of the Council is not practicable may include (but is not necessarily limited to):
  - a. The existence of an emergency or urgent issue that requires the public body to meet by remote methods;
  - b. Illness, other physical condition, quarantine, temporary absence from the State, or other unforeseen circumstance that causes a member of the body to face significant difficulties appearing in person at the location of the event; and
  - c. Weather conditions that may impede or slow travel.
3. Remote methods of participation means telephonic or video technology and may include other means when necessary to provide reasonable accommodation to persons with disabilities. Video technology allows all Council Members to see, hear and speak to each other (and other participants as applicable) during the proceeding. Telephonic means allows Council Members to hear and speak to each other (and other participants as applicable).
4. If the body allows or is required to provide an opportunity for public input during the proceeding, an effective means of communication between the members of the body and the public must be provided.
5. Members of the public will be provided a meaningful opportunity to attend by remote methods when members of the body participate by remote methods, and reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.

6. When the public may attend by remote methods, the meeting notice will include the means by which members of the public may access the meeting using remote methods. For individuals with disabilities seeking a reasonable accommodation, the notice will identify the specific individual to contact about arranging for the accommodation. The notice will also identify a location for members of the public to attend in person. The Council will not determine that public attendance at a proceeding will be limited solely to remote methods except when an emergency or urgent issue exists that requires the Council to meet by remote methods.
7. A member of the Council who participates in a public meeting by remote methods is present for purposes of a quorum and voting.
8. 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, and heard if using only telephonic technology, by the other members of the Council and the public.
9. Any Council Member participating in deliberations remotely will have documents or materials necessary to make informed decisions on all items under consideration.