



Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF
PROFESSIONAL & FINANCIAL REGULATION



Joan F. Cohen
Commissioner

Department of Professional and Financial Regulation Remote Participation Policy

POLICY: In accordance with 1 M.R.S. § 403-B, it is the policy of the Department of Professional and Financial Regulation (“DPFR”) to hold public proceedings remotely using synchronous audio and video technology allowing simultaneous reception and exchange of information as follows.

1. Scope. This policy applies to the extent any meeting convened by the Commissioner of DPFR (the “Commissioner”) is considered a public proceeding as described in 1 M.R.S. § 403-B. These public proceedings may include, without limitation, stakeholder meetings on legislation conducted on the Commissioner’s own authority or as directed by the legislature. To the extent section 403-B does not apply to a given meeting, the Commissioner may, but is not required to, voluntarily open such meeting to the public consistent with this policy. Nothing in this policy requires DPFR meetings with its staff, employees, attorneys, and/or advisors be held open to the public.

2. Fully remote meetings. Public proceedings convened by DPFR may be fully remote if an emergency or urgent issue exists as determined by the Commissioner in the Commissioner’s sole discretion; if the Commissioner is unavailable, the Deputy Commissioner, or such appropriate person acting in place of the Commissioner, may make such determination instead.

“Fully remote” means that there will be no physical location of the meeting, so that the meeting is held only by remote methods.

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;
- C. Conduct or condition of a licensee or any other person that places the health or physical safety of the meeting participants or any other person in immediate jeopardy by holding an in-person meeting;

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- D. Significant adverse weather that is perceived to constitute a risk to meeting participants, DPFR staff members, and members of the public in traveling through such weather to attend a meeting in person.

Access to fully remote meetings due to an emergency or urgent issue shall be provided by DPFR to members of the public to permit a meaningful opportunity to attend remotely. DPFR 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 1 of this Policy.

3. Physical Location. Other than fully remote public proceedings as discussed above in paragraph 1, DPFR shall identify a physical location for members of the public to attend in person.

4. Remote Participation. At any public proceeding other than fully remote proceedings as discussed above in paragraph 1, any participant or member of the public may attend remotely.

5. Access. DPFR shall provide remote methods for the public to attend whenever any participants in the public proceeding participate by remote methods, and reasonable accommodations may be provided when necessary to provide access to individuals with disabilities, upon request. Any member of the public needing and requesting accommodation to access a public proceeding should contact DPFR at: (207) 624-8511 or DPFR.Maine.Gov.

6. Public Participation. Whenever DPFR is scheduled to allow or required to provide an opportunity for public input during a public proceeding, DPFR shall provide an effective means of communication between the participants and the public. Nothing in this policy prevents the Commissioner or other presiding officer from setting reasonable limitations on public participation, if any.

7. Remote Technology. Any meeting participant who participates remotely must have the technology, including internet access, in their remote location sufficient to be seen and heard during the meeting and participate in the same capacity as those members physically present. Participants shall be responsible for any costs associated with obtaining and maintaining the technology and equipment necessary to participate remotely.

8. Technical Difficulties. In the event that technical difficulties preclude any participant from participating in a meaningful way, the DPFR official running the meeting shall determine whether the member may continue to participate remotely. If the DPFR official experiences significant technical difficulties, a remaining DPFR employee may make such determination regarding the presiding officer, to include deciding to terminate the meeting if necessary.

9. Voting and Record of Proceedings. The foreseeable meetings under this policy are likely to be advisory only, so no record of proceedings will be required. To the extent a non-advisory, decision-making body meets under this policy, then all votes taken by the participants using remote methods for participation 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 participants and the public.

10. Meeting Materials. DPFR 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 DPFR's public board meetings in person, so long as no additional costs are incurred by DPFR.

11. 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 the Commissioner.

EFFECTIVE: September 19, 2025