

## REMOTE PARTICIPATION MEETING CHECKLIST

### In Advance of Meeting

- All non-emergency items properly posted *at least* 48 hours in advance
- “Executive Order on Remote Participation” is posted with agenda
- All members received the same documents for meeting
- For meetings with public participation, encourage written public comments

### Initiating Meeting

- Confirm that all Members are present and can hear each other
- Read Preamble to Remote Meetings
- Note materials for meeting available online through Novus or Town website for the public
- Introduce all members, staff, and persons on the agenda
- Cover “ground rules”

### For “Zoom” Meetings

- Disable Chat Function for Participants
- Click “Record Meeting”
- Advise Participants that Meeting is Being Recorded
- Caution Participants About Screen Sharing

### During Meeting

- Each speaker states their name before each presentation, comment, or question
- All votes taken by roll call
- Meeting Minutes reflect remote status

### Technical Difficulties

- If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- Keep accurate minutes noting any disconnections and reconnections of members