

BARNSTABLE COUNTY REGIONAL GOVERNMENT  
POLICY ON  
REMOTE PARTICIPATION OF COUNTY PUBLIC BODIES  
ADOPTED BY THE COUNTY COMMISSIONERS  
JANUARY 11, 2012

In accordance with M.G.L. Chapter 30A, section 20(d), and 940 CMR 29.10, it is the policy of Barnstable County Regional Government to allow remote participation of a member of a County Public Body in accordance with the following policy stipulations:

- 1) At their meeting of January 11, 2012, the Barnstable Board of regional Commissioners voted to allow remote participation of a member of a County Public Body in accordance with the regulations set forth in 940 CMR 29.10 and these County policies, and that this vote shall apply to all subsequent meetings of all county public bodies.
- 2) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other. The Chairman, or, in the chair's absence, the person authorized to chair the meeting shall make this determination.
- 3) A quorum of the body, including the chair, or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location as required by M.G.L. c. 30A, sec 20(d).
- 4) Members of the public body who participate remotely may vote and shall not be deemed to be absent for the purposes of M.G.L. c 39, sec. 23D.
- 5) The chair, or, in the chair's absence, the person authorized to chair the meeting shall permit a member of a public body to participate remotely if they determine that one or more of the following factors makes the member's physical attendance unreasonably difficult: a) Personal Illness, b) Personal disability, c) Emergency, d) Military Service, or e) Geographic Distance.
- 6) A technology permitted by 940 CMR 29.10(6) must be available in order to allow remote participation.
- 7) The chair, or, in the chair's absence, the person authorized to chair the meeting shall may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from

the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

8) PROCEDURES FOR REMOTE PARTICIPATION:

(a) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 29.10(5) for his or her remote participation (See #5 above). This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

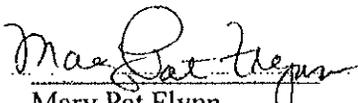
(d) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at that remote location, unless presence of that person is approved by a simple majority vote of the public body.

(e) When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, sec. 22.

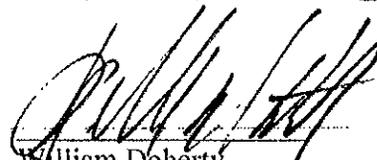
9) Any member of a public body who normally receives a mileage reimbursement for physical attendance at the public body meetings, and who participates remotely in a meeting, shall not be eligible for any mileage reimbursement for that meeting.

10) The Board of Regional Commissioners may revoke Remote Participation in the same manner as it was adopted.

Approved by the Board of regional Commissioners on Wednesday, January 11, 2012 at \_\_\_\_ o'clock.

  
Mary Pat Flynn  
Chairman

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Sheila Lyons  
Vice-Chairman

  
William Doherty  
Commissioner