



Town of Medfield

Guidelines for Remote Public Meetings

During the COVID-19 state of emergency, Medfield boards and committees may conduct meetings remotely in accordance with Governor Baker's emergency order on remote meetings:

<https://www.mass.gov/doc/open-meeting-law-order-march-12-2020/download>

Scheduling a Meeting

- All boards/committees must request approval from the Town Administrator prior to scheduling a meeting
- Nonessential meetings are discouraged and may not be permitted until the current state of emergency is lifted

Meeting Notice

- Meeting notice must be published in accordance with the Open Meeting Law
- Meeting notice must detail how members of the public can access the meeting to view, listen, and/or participate

Meeting Process

- Meeting must follow the Town of Medfield's Remote Participation Policy
- Confirm all board/committee members are present and able to hear/communicate
- Introduce all board/committee members, staff, and those who are on the agenda to speak/present
- The Chair shall read this prior to starting the agenda items:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Medfield [board/committee/commission] is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to [listen to/view] this meeting while in progress may do so by following the instructions on the agenda and meeting notice.

- The Chair shall pause to facilitate questions and comments from the public at appropriate time(s) during the meeting
- Boards/committees may use “record meeting” feature to enable posting the meeting in its entirety online after meeting concludes. If so, Chair must announce that the meeting is being recorded and will be posted in its entirety.
- If not using video conference, then each speaker must state their name before each presentation, comment, or question. Members are encouraged to self-identify each time before speaking on video conferences.
- Be slow and deliberate during the meeting
- In addition to publicly posting all meeting materials, host should share screen if possible so that all who are participating may view the same documents.
- All votes are required to be taken by roll call, as noted in [Medfield’s Remote Participation Policy](#).
- Meeting Minutes reflect remote status

Technical Difficulties

- To prevent audio feedback, which may occur when the microphone and speakers are situated closely, ask participants to mute when not speaking. Using a headset is recommended.
- If technical difficulties arise, the Chair suspends meeting while attempts to resolve are made
- Keep accurate minutes noting any disconnections and reconnections of members

These guidelines are subject to change by the Town Administrator