

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

- Visit the Town website <https://www.town.dennis.ma.us/channel-18/pages/remote-meeting-info> at least 5 business days in advance of proposed meeting to request a Zoom license. You (host) must have your own basic (free) Zoom account to link to.
- Schedule a meeting in your Zoom account, include Zoom meeting info on agenda, then post agenda using template provided *at least* 48 hours in advance by emailing it to the Town Clerks Office (clerksoffice@town.dennis.ma.us)
- All members must receive the same documents for meeting either electronically or utilizing the “pick up” area at Town Hall
- For meetings with public participation, encourage written public comments

Initiating Meeting (using attached script)

- Host starts the meeting in their own Zoom account.
- Committee members and the public join the ZOOM meeting using the participant information on the agenda
- Confirm that all Members are present and can hear each other
- Read Preamble to Remote Meetings (attached)
- Introduce all members, staff, and persons on the agenda
- Cover “ground rules”

During Meeting

- Remind participants to mute themselves when they are not speaking
- Remind each speaker to state their name before each presentation, comment, or question
- All votes must be taken by roll call
- A member of the Committee must record meeting minutes in compliance with Open Meeting Law
- Meeting minutes must 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