



## COUNTY OF HANCOCK

Commissioners' Office  
50 State Street, Suite 7  
Ellsworth, Maine 04605

Learn more about *HANCOCK COUNTY* by visiting  
[www.hancockcountymaine.gov](http://www.hancockcountymaine.gov)

### Commissioners:

William F. Clark, District I  
John A. Wombacher, District II  
Paul Paradis, District III

Scott A. Adkins  
County Administrator

## COUNTY OF HANCOCK REMOTE PARTICIPATION POLICY ADOPTED PURSUANT TO TITLE MRSA § 403-B

### Purpose

It is the policy of the County of Hancock to allow elected members of the Board of County Commissioners, County employees and the general public to participate in all public meetings as defined by Title 1 § 403 M.R.S.A. by remote means including but not limited to telephonic and video conferencing capabilities.

### Conditions and Requirements

A. Members of the public body (elected officials) are expected to be physically present for public proceedings except when being physically present is not practicable.

Circumstances in which physical presence for one or more members is not practicable may include:

1. The existence of an emergency or urgent issue that requires the public body to meet by remote methods;
2. Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to and attending in person at the location in the notice provided by Title 1 § 406 M.R.S.A.; and
3. The area of the public body's jurisdiction includes geographic characteristics that impede or slow travel, including but not limited to islands not connected by bridges.



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The Chair or presiding officer of the public body, in consultation with other members if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. A member of the public body who is unable to attend a meeting in person will notify the Chair or presiding officer of the public body as far in advance as possible.

- B. The public shall be provided a meaningful opportunity to attend by remote methods when any member or members of the public body participate by remote methods and reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.
- C. If public input is allowed or required at any meeting where remote participation is allowed, the County will provide an effective means of communication between the members of the body and the public.
- D. All notices of proceedings will be posted outside the Commissioners' office, outside the Commissioners' meeting room, on the County website, e-mailed to municipal clerks and constituents who have requested to receive agendas, and a hard copy will be placed in departmental mail boxes. The notice will include the means by which members of the public may access the proceeding using remote methods. The notice will also identify where the members of the public body will be meeting in person and this location will be available for members of the public to attend in person as well.
- E. A member of the body who participates in a public proceeding by remote methods is present for purposes of a quorum and voting.



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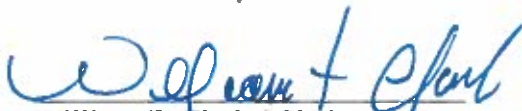
- F. All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by other members of the public body and the public.
  
- G. All documents and other materials considered by the public body will be made available electronically or otherwise to the public who attend by remote methods to the same extent customarily available to members of the public who attend the proceedings in person as long as additional costs are not incurred by the public body.

### Effective Date

The policy is effective on the date it is adopted following a public hearing held on September 28, 2021 at the County Courthouse in Ellsworth, Maine. It may be amended by the Board of County Commissioners following the provisions on Title 1 § 403-B M.R.S.A.

Hancock County Board of County Commissioners

Date: 9/28/2021

  
William F. Clark / Chairman

  
John Wombacher, Commissioner

  
Paul Paradis, Commissioner

Office: (207) 667-9542

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