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
☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
☐ 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