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ANDREW ZARRO (4)

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

MARK DION (5)  
APRIL D. FOURNIER(A/L)  
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NICHOLAS M. MAVODONES, JR (A/L)

**ORDER ADOPTING THE REMOTE PARTICIPATION POLICY FOR THE CITY OF  
PORTLAND CITY COUNCIL AND CITY COUNCIL COMMITTEES**

**ORDERED**, that the Remote Participation Policy of the City of Portland City Council and City Council Committees is hereby adopted as attached hereto.

**REMOTE PARTICIPATION POLICY**  
**OF THE**  
**CITY OF PORTLAND CITY COUNCIL**

**ADOPTED BY ORDER \_\_\_-21/22 on JULY 19, 2021**

Pursuant to 1 M.R.S. § 403-B, and after public notice and a hearing, the Portland City Council hereby adopts the following policy to govern the participation, via remote methods, in public proceedings or meetings of the Portland City Council and all City Council Committees (hereinafter collectively referred to as “Council”).

Members of the Council are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the Council to meet via remote methods, or an illness or temporary absence of a Council member that causes significant difficulty traveling to the meeting location. The Mayor, chair or other presiding officer, in consultation with other members of the Council 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. And a Council member who is unable to attend a meeting in person will notify the Mayor, chair or other presiding officer as far in advance as possible.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public, City staff and applicants before the Council will be provided a meaningful opportunity to attend via remote methods when any member of the Council participates via remote methods or when remote methods are available and operational at a given Council meeting. If public input via remote methods is allowed or required at a meeting, an effective means of communication between the Council and the public will also be provided. The public will additionally be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire Council to meet using remote methods.

Notice of all Council meetings will be provided in accordance with 1 M.R.S. § 406, and the City Charter, City Code or policy, if applicable. When the public may attend via remote methods, the notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify the location where the public may attend the meeting in person. The Council will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires it to meet using remote methods of attendance.

The Council will make all documents and materials to be considered by it during a meeting available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs

are incurred.

All votes taken during a Council meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the Council and the public. A member of the Council who participates remotely will be considered present for purposes of establishing a quorum and voting.

This policy will remain in force indefinitely unless amended by the Council.