



Town of Pownal Zoom Meeting Procedure

Purpose: To provide clarification to all Boards & Committees on proper procedure when holding and hosting a meeting under the civil state of emergency.

Call for Meeting

Before any Board or Committee calls to hold a meeting they must notify the Town Administrator of the meeting time and day. It is the Town Administrator's duty to ensure no conflicts for meetings occur. Failure to notify the Town Administrator of the time and date of the meeting will result in no Zoom meeting getting scheduled and therefore will be out of compliance with the FOIA Laws. Please do not assume the Town Administrator knows when your next meeting will take place.

Agendas

All Boards & Committees must submit an agenda to be posted to the website AT LEAST 48 hours in advance or during normal business hours for the Town Office which ever is more restrictive. The office staff does not work Friday- Sunday and therefore will not be posting to the website during those days. If an agenda is sent to be posted on one of those days it will be out of compliance should the meeting being held is within 48 hours of those days. A Board or Committee may not meet without proper notification given to the public.

Hosting the Meeting on Zoom

It is the Board or Committee Chair's responsibility to host the meeting via Zoom and therefore must follow the instructions given out on hosting a meeting. If the Chair cannot host the meeting an appointed member of the Board may host the meeting on the Chair's behalf. Please ensure you are not deviating from the instructions provided on hosting a meeting. Failure to not follow the instructions will result in no meeting being held and will need to be rescheduled.



Jonathan Morris, Selectman



George Anderson, Selectman



Andrew O'Brien, Selectman