

E- Meeting Checklist

As Chair of the _____ Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically, and these reasons shall be reflected in the minutes.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) *Providing public access to the meeting by telephone:*

Members of the public wishing to attend this meeting electronically may call the following conference call number from home at 1-800-____-____, when prompted follow the instructions by entering Meeting Code ID # _____ and Password _____.

b) *Additional public access by video or other electronic means will be available as follows:*

We are utilizing the Zoom platform (or other online platform) for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform (or other online platform), and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # _____ and password _____, or by clicking on the following website address: _____.

c) *Providing public notice of the necessary information for accessing the meeting:*

We previously gave notice to the public of how to access the meeting via telephone conference and by using Zoom, (or other online platform), and instructions are provided on the _____ City/Town website at: _____.

d) *Providing a mechanism for the public to alert the public body during the meeting that a member of the public wishes to speak or be recognized during any public comment or public hearing:*

To virtually "raise your hand" or ask to speak press, members of the public should press 5* (or other code provided by the conference calling system).

e) *Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:*

If anybody has a problem, please call _____ or email at: _____.

f) *Adjourning the meeting if the public is unable to access the meeting:*

In the event the public is unable to access the meeting via the conference call, the meeting will be adjourned and be rescheduled at a later time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is also required under the Right-to-Know law.