

# VLCT MODEL SCRIPT: OPENING A REMOTE ONLY PUBLIC INFORMATIONAL HEARING

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Please note that this script is not required under the law. However, we recommend using it for a public informational hearing that is conducted remotely as a best practice to ensure all hearing attendees are on the same page and understand how the hearing will be run.

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*[At commencement of your hearing]:* The public informational hearing of the town of \_\_\_\_\_  
*[insert name of town]* will come to order. This hearing is a remote hearing.

Please note that, while we strive to provide means for those attending remotely to participate in the public comment period, there may be technical difficulties or reasons that otherwise prevent or interrupt remote public participation.

If a member of the public has technical difficulties accessing this meeting remotely, please alert us by *[insert instructions for how public can report a problem, e.g., call X number, use remote software's chat function, email selectboard assistant, etc.]*.

In the event of a technical difficulty that cannot be resolved, we may continue the hearing, if necessary, to a date, time, and place certain (but still within the 10-day timeframe preceding the annual town meeting as required by law).

As required by the Open Meeting Law, let's start the hearing by taking a roll call attendance of all selectboard members participating in the hearing and have those members attending remotely identify themselves to ensure that they can hear and be heard throughout the hearing.