VLCT MODEL SCRIPT:
OPENING A REMOTE ONLY PUBLIC MEETING

Please note that this script is not required by the Open Meeting Law. However, we recommend using it for remote only meetings as a best practice to ensure all remote meeting attendees are on the same page and understand how the meeting will be run.

[At commencement of your meeting]: The meeting of the ______________ [insert public body’s name] will come to order. This meeting is a remote only meeting, which means the public body is meeting electronically only, and consistent with the temporary provisions of Act 78, there is no designated physical meeting location where the public may attend.

Please note that while we will 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 or of the public body 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.] problem.

In the event of a technical difficulty, such as the public being unable to participate occurs and cannot be resolved, we may continue the meeting if necessary, to a date, time, and place certain.

Please note that all votes taken during this meeting that are not unanimous will be done by roll call vote, in accordance with the law.

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