



TOWN OF PLYMOUTH

26 Court Street
Plymouth, Massachusetts 02360
(508)747-1620

Policy Number	SB-022724
Title	HYBRID MEETING POLICY
Established	FEBRUARY 27, 2024
Revision Approval Dates	

1. PURPOSE

To insure greater access to open meetings for everyone, *particularly for people with disabilities, caregiving responsibilities, and limited transportation*, by allowing officials and members of the public to attend meetings in person or remotely, this policy establishes guidelines and procedures for conducting Hybrid Meetings in the Town of Plymouth in compliance with Massachusetts State Statutes, including Section 20 of Chapter 20 of the Acts of 2021, Chapter 2 of the Acts of 2023, and the Open Meeting Law.

2. POLICY GUIDELINES

Where certain boards, committees, commissions, workgroups, precincts, etc. are interested in scheduling Hybrid Meetings to allow for both in person and remote attendance, the following practices and procedures must be followed.

1. Groups are encouraged to schedule meetings at Town Hall so existing available videoconferencing equipment can be utilized for the meeting.
2. The chair of the group (or the person running the meeting) must obtain a Town of Plymouth licensed remote meeting platform (Zoom) account from the Information Technology (IT) Department. In order to do so, they must:
 - a. Provide an email address that is not currently associated with another remote meeting platform (Zoom) account
 - b. Call (508) 322-3421 or Email HelpDesk@plymouth-ma.gov

3. The chair of the group (or the person running the meeting) must create a meeting on the remote meeting platform (Zoom) and add the remote meeting link to the agenda sent to the Town Clerk for posting
 - a. A recording of the meeting must be available on the Town of Plymouth's remote meeting platform (Zoom) account for any public requests
 - b. See the attached "Hybrid Meeting Setup Instructions" for scheduling your remote meeting
4. If boards, committees, commissions, workgroups, precincts, etc. choose to hold a meeting in a location other than the Town Hall, the Town of Plymouth cannot guarantee that videoconferencing needs will be met.
 - a. The Town of Plymouth has two (2) portable videoconference devices (OWL) available on a first come first served basis. Please see the attached "Portable Videoconference Device (OWL) Use Guidelines".
 - b. The chair of the group (or the person running the meeting) shall be familiar with the Open Meeting Law and all updated guidance from the Office of the Attorney General regarding the extension of temporary provisions pertaining to the Open Meeting Law. (this language is directly from AG update page)
5. The chair of the group (or the person running the meeting) should ensure the remote meeting (Zoom) link is active when the meeting is opened, and that any remote participants are able to communicate with the rest of the participants attending the meeting.
 - a. The chair of the group (or the person running the meeting) should reserve a spot at the members table for audience participation, similar to in-person attendees going to a podium to speak.
6. If the remote meeting platform (Zoom) is down, the board, committee, commission, workgroup, precinct, etc. should consider adjourning the meeting and posting a new meeting as soon as possible to ensure compliance with the Open Meeting Law.
7. This policy will be reviewed periodically to ensure that it contains up-to-date information and compliance with the Open Meeting Law and any future laws passed related to conducting Hybrid Meetings.

3. QUESTIONS

Please direct technical questions to the Information Technology Department and scheduling questions to the Town Clerk's office.

Signed By:


Chairman, Select Board


Town Manager

2-27-2024
Date

2/27/24
Date