

Ground rules for remote SAB meetings:

Executive Order Modifying Open Meeting Law

“On March 12, 2020, Governor Baker issued an Executive Order modifying certain requirements of the Open Meeting Law, to enable public bodies to carry out their responsibilities while adhering to public health recommendations regarding social distancing.

The Executive Order relieves public bodies from the requirement in the Open Meeting Law that meetings be conducted in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body through adequate, alternative means. “Adequate, alternative means” may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body in real time.

In addition, all members of a public body may participate in a meeting remotely; the Open Meeting Law’s requirement that a quorum of the body and the chair be physically present at the meeting location is suspended.

All other provisions of the Open Meeting Law, such as the requirements regarding posting notice of meetings and creating and maintaining accurate meeting minutes, as well as the limited, enumerated purposes for holding an executive session, remain in effect.”

The SAB will be meeting via Zoom during this time. Practices and ground rules for the Zoom SAB meetings are as follows:

- Registration will be required for the Zoom meeting. Please complete registration by 5PM the evening before the meeting.
- All participants should announce themselves during the ‘Welcome and Introductions’.
- Thereafter, visitors will be muted. Visitors should use the chat feature to indicate they have a question or comment.
- Please announce who you are when speaking
- If voting, all votes must be by roll call.
- Any technical interruptions in the meeting must be recorded in the minutes.
- Meeting minutes should reflect remote status