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REMOTE MEETING PARTICIPATION **PROCEDURAL CHECKLIST**

STEP #1: APPLICABLE ONLY IF A QUORUM OF THE PUBLIC BODY IS NOT PHYSICALLY PRESENT (OTHERWISE SKIP TO STEP#2)

- Chairperson or presiding officer must declare an “emergency” on the record:
- To do so, the chairperson or presiding officer should state: “I find an ‘emergency’ exists within the meaning of RSA 91-A:2, III(b). Immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action. The facts on which my finding of an ‘emergency’ is based are _____.”
- NOTE: Quorum means the requisite number of voting membership.

STEP #2: ENSURE THAT ALL REMOTE PARTICIPANTS CAN HEAR (AND VIEW, IF APPLICABLE) EACH OTHER AND THE PUBLIC, AND VICE VERSA

STEP #3: EACH REMOTE PARTICIPANT MUST INDIVIDUALLY MAKE TWO STATEMENTS FOR THE RECORD

- Each person participating remotely must state the following for the record:
 - The reason(s) why attendance in person is not “reasonably practical”;
 - The identity of anyone else who is present at the remote participant’s location.
 - Note that in the event that the meeting (or any portion of a meeting) is non-public or confidential, the remote participant must either move into a place where others at the physical location cannot hear or perceive the meeting, or, if that is not possible, the person’s remote participation must terminate.

STEP #4: ALL VOTES MUST BE ROLL CALL

STEP #5: MEETING MINUTES MUST CONTAIN CERTAIN INFORMATION

- All minutes for a meeting with one or more remote participants must contain:
 - The declaration and basis for an “emergency” if applicable;
 - The reason(s) given by each remote participant that attendance in person is not “reasonably practical”