

COMMONWEALTH OF MASSACHUSETTS

HOUSING APPEALS COMMITTEE

STANDING ORDER NO. 2018-01

REMOTE PARTICIPATION IN MEETINGS
PURSUANT TO THE OPEN MEETING LAW

Effective February 1, 2018, it is hereby ORDERED that:

In accordance with a vote of the Housing Appeals Committee at its meeting on January 26, 2018, Committee members may participate in Housing Appeals Committee public meetings that are subject to the Open Meeting Law as follows:

(1) A Committee member may be permitted to participate remotely in Committee public meetings in compliance with the Massachusetts Open Meeting Law, G.L. c. 30A, §§ 18-25 and 940 CMR 29.10 only if the Committee member's physical attendance would be unreasonably difficult.

(2) A quorum of Committee, including the Chair or, in the Chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location. See G.L. c. 30A, § 20(d).

(3) Members of the Committee who participate remotely and all persons present at the meeting location shall be clearly audible to each other. See G.L. c. 30A, § 20(d).

(4) Members of the Committee who participate remotely may vote and shall not be deemed absent for the purposes of G.L. c. 39, § 23D.

(5) Any member of the Committee who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the Chair or, in the Chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(6) At the start of the meeting, the Chair shall announce the name of any Committee member who will be participating remotely. This information shall also be recorded in the meeting minutes.

(7) All votes taken during any meeting in which a Committee member participates remotely shall be by roll call vote.

(8) The following media are acceptable methods for remote participation: (a) telephone, internet, or satellite enabled audio or video conferencing; or (b) any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another, consistent with 940 CMR 29.10(6). If required, accommodations shall be made for any Committee member who requires TTY service, video relay service, or other form of adaptive telecommunications.

Adopted: January 29, 2018

Effective: February 1, 2018; this Standing Order revokes Standing Order 14-01.

HOUSING APPEALS COMMITTEE



Shelagh A. Ellman-Pearl, Chair