

# COVID/Electronic Meetings Addendum to Model Committee Rules of Procedure

## 130<sup>th</sup> Maine Legislature

Due the COVID 19 pandemic, committee meetings will be conducted using an electronic meeting platform. For the purposes of conducting electronic committee meetings, this addendum to the model committee rules provides definitions, exceptions, additions and necessary substitute procedures.

Sections, subsections and paragraphs of the model committee rules affected by this addendum are denoted by an asterisk \*.

### 1. Definitions

A. For the purposes of electronic meetings, the following words in the addendum and the model committee rules of procedure have the following meanings.

(1) Present. A member is considered present at a meeting when in attendance using the electronic platform utilized for the meeting (Zoom) and when the member's identity is visually verifiable on the electronic platform.

(2) Absent. A member is considered absent from the meeting when the member is not in attendance using the electronic platform, even if the member is physically in the room where the committee normally conducts meetings, or when the member's identity is not visually verifiable.

### 2. Votes

A. A vote by the committee must be taken in a manner that provides opportunity for members and those observing the meeting to either see or hear how each committee member present chooses to be recorded (in favor/opposed).

### 3. Scheduling

A. Notwithstanding CR 4 (D)(2), the committee clerk shall post the weekly schedule to the Committee's page on the Legislature's website  
<http://mainelegislature.org/committee/#Committees>.

### 4. Procedures for Public Hearings

A. Notwithstanding CR 7 (A), each person testifying shall announce his or her name, place of residence and affiliation prior to testifying. The committee clerk shall maintain a record of this information to place in a committee file associated with the LD or nomination.

B. Notwithstanding CR 7 (C), a person presenting written testimony to the committee is not required to provide the clerk with 20 or more printed copies.

C. In accordance with CR 7 (D), questions must be addressed through the chair and must be asked orally only by members of the committee present at the hearing.

### 5. Procedures for Work Sessions

A. In accordance with CR 8 (A), questions and discussion are made with leave of the chair and must be asked orally only by members of the committee and committee staff present at the work session.

B. In accordance with CR 8 (B), members of the audience may not participate in the work session, including participation using a communication function (such as Zoom

- chat) embedded in the electronic meeting platform. except at the invitation of the chair.
- C. Notwithstanding CR 9 (G), the committee clerk shall obtain a member's approval of a committee report by electronic means as required.
  - D. A member who was absent at the time of vote and later registers that member's vote with the clerk as provided by CR 9 (D)(1), shall register that member's vote in the same manner as authorized under paragraph C.

**A copy of the adopted Committee Rules of Procedure (with addendum) must be posted on the committee web page.**