

Remote Participation Information

City of Saco Economic Development Commission

April, 6 2020

Why is the Economic Development Commission Holding Remote Meetings?

Because of public health concerns relating to the Covid-19 pandemic, the State of Maine has passed emergency legislation that allows municipalities to host remote meetings. Please see this link for Freedom of Access information: [Your Right to Know](#). The City of Saco is working daily to continue to provide efficient service and remain accessible for community members. The Planning & Economic Development Department and the Economic Development Commission want to ensure that meetings are run as smoothly as possible and that those who are attending and participating can to be heard in a respectful and efficient manner. We appreciate your willingness to learn this technology and value your participation.

What Software is the Commission Using to Host Remote Meetings and How Can I Learn More About It?

- **Zoom:** The Commission is using Zoom: [Zoom.us](https://zoom.us).
- **Installation:** For those using tablets to access the remote meetings, please download the Zoom application from the Apple App Store [here](#), or from Google Play [here](#). You can download the Zoom application for your computer [here](#).
- **Trainings:** Learn more about Zoom with these videos:
 - [Join A Meeting](#) (1 minute)
 - [Joining & Configuring Audio & Video](#) (1 minute)

How Will the EDC Meetings Work?

- **How are Remote Meetings Different from In-Person Meetings?** Remote meetings will be run similarly to how in-person meetings are run. However, in remote meetings the Commission will rely on technology, and as such, will adapt certain aspects of its meetings. At the beginning of each meeting, the Chair will verbally report the present Commission members and City Staff for the record.
- **What Will the Commission be Doing to Effectively Use this Technology?** Before Commission members speak, they will direct all comments through the chair, and will wait to be recognized by the Chair. This will help reduce the potential of Commission members accidentally talking over one another.
- **How Will Votes be Taken?** There will be only roll call votes. The Chair will also ask each EDC member if they have any discussion on each motion before a vote is taken.
- **How Will Executive Sessions Work?** To ensure privacy from the public, staff will require anyone who is not a staff member or a member of the commission to leave the Zoom meeting for executive sessions. Anyone interested in re-joining the meeting after the executive session may rejoin the meeting and enter the Zoom waiting room. Staff will allow everyone to rejoin the meeting once the executive session is closed.

Questions?

Please contact the Planning & Economic Development Department with any questions at 207-282-3487 or email Jessa Berna, AICP, Economic Development Specialist at jberna@sacomaine.org.