

Maine Library Commission

Remote Meeting Policy

Effective 6/15/2026

The Maine Library Commission (Commission) allows participation in its public meetings by remote methods in accordance with [1 MRS §403-B\(1\)](#).

"Remote methods" means telephonic or video technology allowing simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability.

Individual members may attend a meeting of the Commission by a remote method when a member determines that their physical presence is not practicable. If a Commission member is attending remotely, they must have the ability to use a microphone, to mute/unmute as needed for roll call votes and meeting discussion participation and have their camera on during the meeting so they are visible to other Commission members and the public. The function in the virtual platform labeled chat or its equivalent will not be enabled for any Commission meeting.

Members of the public will be provided with a meaningful opportunity to attend by remote methods when members of the Commission participate by remote methods, and reasonable accommodation may be provided when necessary to provide access to individuals with disabilities. When the Commission allows or is required to provide an opportunity for public input during a meeting, an effective means of communication between the members of the Commission and the public will be provided, such as access to microphones or other methods.

Notice of the meeting will be provided as required in [Section 406 of the Freedom of Access Act](#). When the public may attend by remote methods, the meeting notice will include the means by which members of the public may access the meeting using remote methods. For individuals with disabilities seeking a reasonable accommodation, the notice will identify the specific individual to contact about arranging for the accommodation. The notice will also identify a location for members of the public to attend in person.

The Commission will make all documents and other materials considered by the Commission available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to members of the public who attend the proceedings of the public body in person.