

NEK COMMUNITY BROADBAND COMMUNICATIONS UNION DISTRICT GOVERNING BOARD MEETING

NOTICE AND AGENDA FOR REMOTE MEETING

The Governing Board for the NEK Community Broadband CUD will meet remotely by electronic means on April 30, 2020 at 5:30pm Eastern Time.

Information on how to access the remote meeting:

- By telephone: Dial 1-929-436-2866 When prompted enter the meeting ID: 976 3148 5089 Password: 174406.
- By computer: Join the meeting by clicking here: <https://zoom.us/j/97631485089?pwd=d2tBdHFQT3RRZWlUeS9RcUU4SXdsUT09>. You may be prompted to enter a meeting ID: 976 3148 5089 Password: 174406.
- By smartphone, tablet, or other device: Join meeting by clicking here: <https://zoom.us/j/97631485089?pwd=d2tBdHFQT3RRZWlUeS9RcUU4SXdsUT09>

Please review our "Informational Handout for Remote Public Meetings" to understand how these electronic meetings will be managed. If you wish to make a public comment but do not have the ability to comment remotely during the meeting, please email your comment(s) to the working group at NEKBroadband@gmail.com.

To ensure smooth access, we recommend that you test your remote meeting software in advance of the meeting. **If you have difficulty accessing the meeting, please call 617-909-3408 or email nekbroadband@gmail.com.**

AGENDA

- 5:30pm: Call to Order
- 5:31pm: Additions or deletions to the agenda
- 5:35pm: Review minutes from previous meeting (none)
- 5:35pm: Review meeting procedure
- 5:40pm: Record all present, primary and alternate board members
- 5:50pm: Establish Secretary & Pro Tem Chair
- 5:55pm: Acceptance of member appointments with signed resolutions
- 6:00pm: Review role of board members
- 6:05pm: Consent Agenda Vote
- 6:15pm: Introduce legal team
- 6:25pm: Discussion, questions, amendments to Bylaws, Conflict of Interest Policy and Committee Charters
- 6:30pm: Slate vote on Bylaws, Conflict of interest policies, and Committee Charters
- 6:35pm: Appointments: Chair, Vice Chair, Clerk, Treasurer
- 6:50pm: Elect Executive Committee
- 7:05pm: Establish regular meeting schedule
- 7:10pm: Strategic Overview & Authorization of Exec Committee for urgent action items
- 7:25pm: Public Comment
- 7:30pm: Entertain motion to adjourn meeting

INFORMATIONAL HANDOUT FOR REMOTE MEETINGS

Remote Public Meetings

All public body meetings for the NEK Community Broadband CUD will be conducted remotely via electronic means for the duration of Governor Scott's State of Emergency declaration. Whenever feasible, the public will also be able to access and participate in the remote meetings by dialing in through telephone.

Accessing a Meeting

Please refer to each public body's notice and agenda for information on how to access a remote meeting. Please note that whether you join by telephone, computer, or device, you may be put on hold or in a waiting "room" until granted access to the meeting. You also may be muted or restricted from using any chat function until the public comment portion of the meeting.

Participation

All meetings will be conducted in accordance with the respective "Rules of Procedure" of each public body, to the extent practicable. The public body will follow its agenda and allow public attendees to participate through voice (audio) means where feasible or alternatively using any chat function during the designated public comment periods on the agenda and at other applicable times as needed.

Initially, the meeting's host/organizer will mute all participants that are not members of the public body. This is necessary to control background noise. The host/organizer will then unmute participants or allow participants to unmute themselves when invited to speak by the Chair of the public body.

Please review the following guidelines:

- The Chair will invite comment:
 - during the time designated on the agenda for public comment;
 - after the public body discusses each agenda item;
 - before the public body takes action;
 - during any open public comment period, if applicable; and
 - other times as determined by the public body.
- When a participant/attendee is unmuted, they must state their name before commenting.

If the public body successfully moves to enter an executive session, the meeting's host/organizer will then place everyone that is not part of the executive session on hold or a virtual waiting "room." This will prevent attendees from hearing or participating in the meeting during the duration of the executive session. When the public body exits executive session, the host/organizer will then grant access back to the remote meeting.

When the public body adjourns the meeting, the host/organizer will end the electronic meeting by turning off/closing the remote meeting software. Attendees will be automatically disconnected.

Minutes and other public records that were part of the meeting will be made available in accordance with VT's Open Meeting and Public Records Laws.

To learn more about Remote Public Meetings and the Open Meeting Law, please visit the Secretary of State's Municipal Assistance webpage at

<https://sos.vermont.gov/municipal-division/laws-resources/covid-19-response/>.