

<b>Open Meetings Last update 3.17.20, 1:30pm</b>		
Governor's OMA/APRA Executive Order:	<a href="http://www.governor.ri.gov/documents/orders/Executive-Order-20-05.pdf">http://www.governor.ri.gov/documents/orders/Executive-Order-20-05.pdf</a>	
<b>Tools</b>	<b>Link</b>	<b>Information</b>
GoTo Meeting	<a href="https://www.gotomeeting.com/">https://www.gotomeeting.com/</a>	Conference calls, video conferencing, meeting recordings, slide presentations, etc. \$12-16 per month
Free Conference Call	<a href="https://www.freeconferencecall.com/">https://www.freeconferencecall.com/</a>	Host up to 1,000 on a conference line. Recording feature. Video conferencing available via their desktop app
Cisco Webex	<a href="https://www.webex.com/">https://www.webex.com/</a>	Conference call and video conferencing Plans from \$0 - \$26 per month 100-200 participants
YouTube Live	<a href="https://www.youtube.com/live">https://www.youtube.com/live</a>	Option if the public body is meeting in person. Livestream to the public. Options for public comment: email, call clerk if email is unavailable
Zoom	<a href="https://zoom.us/">https://zoom.us/</a>	Videoconference and virtual meeting options. Monthly fees vary, depending on functionality. Common for nonprofits and educational organizations.
Microsoft365	<a href="http://www.doit.ri.gov/covid-19/">http://www.doit.ri.gov/covid-19/</a>	Governor announced Microsoft is offering all businesses/gov 6 months free including Teams that allows for live meetings
<b>Considerations</b>		
<b>Item</b>	<b>Notes</b>	

Central system for vetting the meeting need	Making sure city/town leaders are aware of which boards/commissions are meeting and for what reason. Mayor/Town Manager's office vets the necessity of a public meeting. This could also be delegated to the clerk or legal office, or both.
Review all local meetings requirements	Example: public comment period Is public comment a part of all meetings, or just required on certain items
Communicate with all public boards	Update all public boards on the Governor's declaration and your own local declaration of a state of emergency. Message: All boards and commission meetings are cancelled until further notice. If a matter is of critical importance to the day-to-day operations of our city/town, or is required due to statutory deadlines, we will be working directly with the members to move to a virtual setting. All meetings will be posted on our website, per usual. Please reach out to XYZ with questions.
Choose an online virtual meeting platform, or conference line system	The majority of meeting/conference platforms provide standard directions for participants. Use and augment for inclusion in the public meeting notice. Does the platform offer toll-free calling for those that need it.
Items to include in meeting posting	Directions for how to call in (if applicable) directions for accessing the live stream How to submit public comment Will public comment be open during the meeting? On a call, or written? Contact phone number and email if a member of the public is experiencing technical difficulty
Notify Members of the Media	As soon as the meeting notice is posted, provide members of the media with an update and ask that they share the information in their newspaper, website and social media. You can also issue a press release.
Recording	Consider recording the audio in the event you run into issues in the future, or any action is questioned
Signage	Post signage in council chambers and at city/town hall with meeting notice and directions to call in.
Seniors / People with disabilities	Consider whether the virtual meeting system is broadly accessible to seniors, people with disabilities (visual or hearing impairment, etc.) and other groups that may wish to participate