Step 1: Before the Meeting

• Provide advanced meeting notice, following existing guidance for notifying the public under G.S. 143-318.12
• Include details on how the public can access the remote meeting
• Provide all documents to all board members prior to meeting
• If applicable, make sure presentation capabilities are restricted to designated individuals and prepare the meeting for recording (not required).

Step 2: Launching the Meeting

• Ensure meeting is simultaneously available to the public by an audio stream, dial-in conference, or video live stream.
• Make sure all board members hear all communication during the meeting from fellow members and the public.
• Have a staff member or meeting lead review guidelines including conducting roll call, identifying actions and votes, and mute

Step 3: During the Meeting

• Reference the specific item or section of the agenda to identify what is being discussed or acted on.
• Vote by roll call. Board members count for quorum/votes only while active on the remote meeting. No votes may be taken by written or secret ballot. Board members that cannot be seen must say their name during roll call, prior to participating in deliberations, and prior to voting.
• Closed session may be held in accordance with G.S. 143-318.11; access to the public is not required during this time.

Step 4: Holding Hearings

• Quasi-judicial Hearings can be held if:
  • the right of an individual to hearing and decision occur during emergency
  • all persons participating in the hearing have been notified of the hearing and consent to a remote meeting
• Public Hearings can be held as long as comments are accepted between the notice of the public hearing and 24 hours after the public hearing.

Step 5: After the Meeting

• Ensure meeting minutes reflect:
  • that it was done by simultaneous communication
  • which board members participated by simultaneous communication
  • when board members join or leave the meeting
• Make note of technical challenges and adapt for following meetings.

**All chats, instant messages, texts, or other written communications between members of the public body regarding the transaction of the public business during the remote meeting are deemed a public record.

** If you chose to record, please note the recording must be preserved until the meeting minutes are adopted.