



City of Portland Ad Hoc Committee Agenda

Location, Date, etc.

1. Call the Meeting to Order

- a. Due to the existence of an "emergency or urgent issue", the Charter Commission Committees will conduct this meeting by remote methods/technology at the Zoom link provided below, in accordance with the requirements of 1 M.R.S. section 403-B and the Charter Commission Remote Participation Policy.

You are invited to a Zoom webinar.

When: Sep 7, 2021 06:00 PM Eastern Time (US and Canada)

Topic: Charter Commission Elections Committee

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86523081374?pwd=MUNBNWhGVkptdTBjaUIzOTgzdEkwZz09>

Passcode: 231848

Or One tap mobile :

US: +13126266799,,86523081374#,,, *231848# or

+16465588656,,86523081374#,,, *231848#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 720 707 2699 or +1 253 215 8782

Webinar ID: 865 2308 1374

Passcode: 231848

International numbers available: <https://us06web.zoom.us/j/86523081374?pwd=MUNBNWhGVkptdTBjaUIzOTgzdEkwZz09>

2. Elect Chair , Vice Chair , Secretary

- a. i. Elect officers and decide whether to take detailed notes and minutes, or just bare-bones minutes.
- ii. NB: Maine's Freedom of Access Act requires that a record be kept of public meetings. 13 MRS subsection 403. The "record" must include the date, time and place of the proceeding, the members present, and all motions and votes taken. An audio or video or electronic recording satisfies the record requirement. See a copy of the relevant law in the packet materials.

3. Determine Workflow, Meeting Lengths, and other Logistical Matters

- a.
 - i Decide which issues to study first, how and when'
 - ii Decide the length of each meeting;
 - iii Establish a timeline for accomplishing the committee's work.
- 4. New Business
- 5. Adjournment