

UNITED SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ATTENDANCE AT MEETINGS
VIA ELECTRONIC
COMMUNICATIONS

ADOPTED: October 13, 2008

REVISED: December 15, 2015

<p>SC 407</p>	<p style="text-align: center;">006.1 ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS</p> <p>Section 1. Authority</p> <p>The Board recognizes that factors such as illness, travel, schedule conflicts and weather conditions can make impossible the physical presence of a Board member at a Board meeting, and that electronic communications can enable a Board member to participate in a meeting from a remote location.</p> <p>A Board member shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications, but only under extraordinary circumstances.</p> <p>The Board authorizes the administration to provide the equipment and facilities required to implement this Board procedure.</p> <p>Section 2. <u>Guidelines</u></p> <p>A Board member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member. If the Board President determines either condition is not occurring, s/he shall terminate the Board member's attendance through electronic communications. If a Board member leaves the meeting, his/her departure time is to be indicated in the minutes.</p> <p>A majority of Board members shall be physically present at a Board meeting when a Board member attends through electronic communications.</p> <p>The meeting may not be chaired using electronic communications.</p> <p>To attend a Board meeting through electronic communications, a Board member shall comply with the following:</p> <ol style="list-style-type: none"> 1. Submit a request to the President of the Board at least three (3) days in advance of the meeting in question. The Board President shall then notify the Board Secretary so that arrangements can be made. Prior to the meeting, a confidential verification code will be assigned. Once electronic
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communication is established, the Board President or Board Secretary will use the code to verify the identity of the Board member. Upon request, the member shall provide verification, under oath, of his/her participation in the deliberations.

2. Ensure that the remote location is quiet and free from background noise and interruptions.
3. Participate in voting by voice vote only.
4. Participate in the entire Board meeting.

Section 3. Delegation of Responsibility

The appropriate officials are authorized and directed to provide electronic communication-facilities sufficient to implement this policy if feasible.

References:

School Code – 24 P.S. Sec. 516.1

Board Policy – 004, 006