

Book	Policy Manual
Section	000 Local Board Procedures
Title	Remote Attendance at Meetings
Code	006.1
Status	Active
Legal	<a href="#">1. 24 P.S. 407</a>
Adopted	October 14, 2019
Last Revised	March 23, 2020

### **Authority**

The Board recognizes that a Board member may be unable to be physically present at a Board meeting due to circumstances, including, but not limited to, illness, travel, schedule conflicts, weather conditions and health/safety emergencies, and that electronic or virtual communications can enable Board members to participate in a meeting from a remote location. A Board member shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic or virtual communications, but only under extraordinary circumstances and with prior approval of the Board President. [\[1\]](#)

The Board authorizes the administration to provide the equipment and facilities required to implement this Board procedure.

### **Guidelines**

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.

Remote attendance may be permitted for purposes of establishing a quorum, and in rare circumstances where a Board meeting is convened entirely virtually, the Board shall ensure adequate means for public participation that may vary from typical public participation procedures. In the event a virtual meeting is convened by the Board, the meeting shall be considered to being held in the physical location advertised so long as it is viewable or accessible from the advertised public meeting location or otherwise accessible to the public for meaningful public participation.

To attend a Board meeting through electronic or virtual communications, a Board member shall comply with the following:

1. Submit such request to the Board President or designee in advance of the meeting, unless a virtual meeting is called by the Board President.
2. Ensure that the remote location is quiet and free from background noise and interruptions.
3. Participate in the entire Board meeting.

The Board President may deny a request for electronic or virtual participation if the equipment is not available or operational or if remote participation could jeopardize confidential or privileged conversations reserved for executive session.