

---

## **BOARD OF TRUSTEES – ELECTRONIC PARTICIPATION IN BOARD MEETINGS**

Adoption Date: August 26, 2021

Legal Ref:

Cross Ref:

The Westfield-Washington Schools (WWS) Board of School Trustees (Board), may allow board members to participate in WWS Board meetings by electronic means.

This policy, effective upon approval by the Board, establishes that the Board and its members must follow the law permitting maximum flexibility in electronic participants. The following provisions must be followed provided they are consistent with current law:

1. There must be at least fifty percent (50%) of the members of the Board physically present at the place where the meeting is conducted.
2. A board member may not participate in more than fifty percent (50%) of the board meetings in a calendar year by an electronic means of communication, unless the board member's participation is due to: military service, illness or other medical condition, death of a relative, or an emergency involving actual or threatened injury to persons or property.
3. A board member may attend two (2) consecutive board meetings by electronic communication and must attend at least one (1) board meeting in person between two sets of consecutive meetings the board member attends by electronic communication, unless the board member's absence is due to: military service, illness or other medical condition, death of a relative, or an emergency involving actual or threatened injury to persons or property.
4. A board member who is not physically present at a board meeting, other than an executive session, may participate in the meeting by electronic communication only if the board member uses a means of communication that permits simultaneous communication during the meeting between:
  - a. the member;
  - b. all other members participating in the meeting;
  - c. all members of the public physically present at the place where the meeting is conducted; and
  - d. all members of the public participating electronically in the meeting.
5. Any voting member who participates in a meeting by electronic communication:
  - a. is considered to be present at the meeting if the board member can be seen and heard;

- b. shall be counted for purposes of establishing a quorum; and
  - c. may vote at the meeting with the exception of final action taken on any subject identified in Paragraph 6.
- 6. No board member may participate by means of electronic communication in a school board meeting at which the Board will take final action to:
  - a. adopt a budget;
  - b. make a reduction in personnel;
  - c. initiate a referendum;
  - d. impose or increase a fee;
  - e. exercise the School Board's power of eminent domain; or
  - f. establish, raise, or renew a tax.
- 7. All votes of the Board during the electronic meeting must be taken by roll call vote.
- 8. The minutes of a school board meeting at which any board member participates by electronic means of communication must:
  - a. Identify each board member who:
    - i. was physically present at the meeting,
    - ii. participated in the meeting by electronic means of communication, and
    - iii. was absent; and
  - b. Identify the electronic means of communication by which:
    - i. Board members participated in the meeting, and
    - ii. Members of the public attended and observed the meeting.
- 9. An exception to the above requirements applies to a meeting under a disaster emergency or local disaster.