

SALEM SCHOOL DISTRICT  
Salem, Connecticut

BY LAWS OF THE BOARD

ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages members to attend and participate at all meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members electronically is authorized under limited conditions.

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.

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. The Board Clerk will document it in the minutes when members participate in the meeting electronically.

The Board authorizes the administration to provide the equipment required to implement this Board procedure. At a minimum the equipment must ensure that all those in attendance at the meeting, at whatever location (including the public at large), are able to hear and identify adequately all participants in the proceedings, including their individual remarks and votes.

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 Chairperson determines either condition is not occurring, he/she shall terminate the Board member's attendance through electronic communications.

A quorum of Board members must be physically present at a Board meeting when a Board member attends through electronic communications.

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

- a) Submit such request to the Board Chairperson and Superintendent at least three (3) business days prior to the meeting.
- b) Ensure that the remote location is quiet and free from background noise and interruptions.

- c) Board members participating electronically may cast votes. However, if a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate, nor cast any vote, until the next item of business is opened.
- d) When a member attends a meeting electronically, all votes shall be by roll call vote. A member who is attending electronically must identify him/herself by name and be recognized by the Chairperson before speaking.
- e) Minutes will reflect when the remotely located member initiates the call, and/or the termination of the remotely located member's attendance at the meeting.
- f) Due to security concerns, electronic participation in executive sessions will not be permitted.

(cf. 9321 – Time, Place, Notification of Meetings)

(cf. 9322 – Public and Executive Sessions)

(cf. 9325.4 – Vote Recording)

(cf. 9326 – Minutes)

(cf. 9327 – Meetings - Electronic Mail Communications)

Legal Reference: Connecticut General Statutes: 1-225 Meetings of government agencies, as amended by June 11 Special Session, PA 08-3.

Policy 1<sup>st</sup> Reading: August 18, 2014

Policy Adopted: September 8, 2014

Revised Policy Approved: June 4, 2018