



Book	Policy Manual
Section	000 Local Board Procedures
Title	Attendance at Meetings Via Electronic Communications
Code	006.1
Status	First Reading
Last Reviewed	May 4, 2020

### **Authority**

**The Board recognizes that factors such as illness, travel, schedule conflicts, weather conditions, and other emergency situations can make impossible the physical presence of a Board member, or other necessary participants at a Board meeting. The Board recognizes that electronic communications can enable a Board member or other necessary participants to participate in a meeting electronically 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 President, or the Presiding Officer, may permit other necessary participants to participate in meetings via electronic communications as the Board President, or Presiding Officer, deems appropriate. [\[1\]](#)**

**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, the Board President shall terminate the Board member's attendance through electronic communications.**

**A majority of Board members shall 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:**

- 1. Submit such request to the Board President at least three (3) days prior to the meeting.**
- 2. Ensure that the remote location is quiet and free from background noise and interruptions.**
- 3. Participate in the entire Board meeting.**

## **Emergency Conditions**

**In the event that the county, state or federal public health authorities, the Governor, or any similar authority with appropriate jurisdiction declares an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, the Board shall be authorized to conduct meetings primarily or entirely via electronic communications to enable all Board members and other necessary participants to fully participate in the conduct of official Board business through electronic communications. [2]**

**Meetings held primarily or entirely via electronic communications shall be conducted in a manner that assures compliance with the public access and public comment requirements of the Sunshine Act. All rules normally applicable to in-person meetings of the Board shall be observed in meetings held primarily or entirely via electronic means to the extent practicable and appropriate to the nature and features of the technology used. [3][4]**

**The requirement for Board members to submit a request to participate in meetings through electronic communications shall be waived during such emergency conditions.**

**The Board authorizes the administration to utilize available technical resources to permit the public to attend and submit public comment during open meetings via electronic communications, in accordance with law and Board procedures and policy. [3][4]**

Legal

1. 24 P.S. 407
  2. Pol. 805
  3. 65 Pa. C.S.A. 701 et seq
  4. Pol. 903
- Pol. 006