



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	LOCAL BOARD PROCEDURES
TITLE:	ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS
ADOPTED:	11/18/15
REVISED:	

006.1 - ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

Section 1. Purpose

- a. The Board recognizes that applicable state law authorizes the participation of a Board Director not physically present at a duly convened public Board meeting. In order to support as full participation as is possible by Directors when they may not be able to physically attend a meeting, this policy defines and specifies the requirements for satisfying the legal requirements for such participation by a physically absent Board Director.
- b. It is the further intent of this policy that the authorized procedures are to be used in the event of compelling circumstances, which require a Board Director to be physically absent from a meeting. The Board shall rely on the discretion, good judgment, and integrity of its Directors to ensure that the procedure as authorized in this policy will not be abused or misused.

Section 2. Definitions

- a. Work Session Meeting – Any regular or special meeting of the Board at which discussion but no Board votes or official action takes place.
- b. Voting Meeting – Any regular or special meeting of the Board at which votes or official action takes place.
- c. Committee Meetings – A meeting of a section of or the entire Board to discuss specific topics, but where no votes or other official action takes place.
- d. Remote Participation – Using any communication device capable of enabling the absent Board Director(s) to hear the comments of and speak to all those present at the meeting; and enabling all those present at the meeting to hear the comments of and speak to such absent Director(s) contemporaneously.

Section 3. Notice

While as much advance notice as possible by a Director to remotely participate in a meeting is encouraged, the Board recognizes that it is not always possible to provide an extensive amount of advance notice. However, due to the special

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technology setup requirements for such remote participation, at least twenty-four hours prior notice of such a request to remotely participate must be provided. Late requests will be accommodated if possible. Such a request should be submitted either to the Superintendent, the Assistant Superintendent, or the Director of Information Technology.

Section 4. Procedure

- a. Remote participation in Voting Meetings by Directors will only be permitted if at least five Directors are physically present at the Voting Meeting. If there are not at least five Directors present, it will be deemed not to be a quorum and no business requiring a quorum may take place. Participation in Work Session Meetings or Committee Meetings does not require a physically present quorum.
- b. Participation by remote conference may be used only when a Director knows that he/she will be out of town on business or vacation or otherwise will have a legitimate reason for not being able to attend a meeting in person.
- c. Assuming that the appropriate amount of advanced notice has been provided, remote conference participation may only be used if the equipment to enable such participation is available for use during the meeting and is set up to enable the other Directors and the public to hear the remote participant and for the Director on the remote to hear all proceedings at the meeting.
- d. Remote conference participation may only be used if every Director desiring to use it for that particular meeting (and who has followed these procedures) is allowed to do so.
- e. A Director participating remotely at a Voting Meeting may vote on a matter before the Board only if such Director has listened to all Board deliberations prior to casting his/her vote. The Chair of the meeting must inquire whether or not each Director remotely participating was able to hear all such deliberations before allowing each such Director to cast his/her vote. All votes cast at any time by any Director who is remotely participating must be cast by roll call. If, in the reasonable opinion of the Chair of the meeting, a Director remotely participating could not be heard or could not hear the Board's deliberations on an issue, that Director may not cast a vote.
- f. If a Director remotely participating must terminate his/her communications connection prior to the end of the Voting Meeting but later calls back and is reconnected to the Voting Meeting, that Director may not cast a vote on the issue for which he/she did not hear the entire deliberation, but all votes cast prior to the termination of the communication connection shall count. Once reconnected to the meeting, such Director may then participate in the vote on all matters for which he/she is able to hear and participate in all deliberations.

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- g. The right to remotely participate in a Voting Meeting may be used by a Director member no more than four times per each Board year (December through November). There is no restriction as to the number of times a Director may participate remotely in a Work Session Meeting or a Committee Meeting.
- h. The cost of the remote connection will be incurred by the North Allegheny School District.

References:

School Code – 24 P.S. Sec. 407, 422