



Book	BHASD Policies
Section	000 Local Board Procedures
Title	Attendance at Meetings Via Electronic Communications
Code	006.2
Status	Active
Adopted	September 9, 2013
Last Reviewed	June 11, 2018

### **Authority**

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. [\[1\]](#)

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.

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 so as to provide enough time to assure that participation may be accomplished in accordance with this procedure.
2. Ensure that the remote location is quiet and free from background noise and interruptions.
3. In order to be eligible to vote on a resolution, the member must be on the teleconference line during all discussion leading up to the final vote. It is not necessary that the member using teleconferencing remain on the line for the entire meeting.

### **Limits:**

A Board member may only utilize electronic participation two (2) times in each fiscal year. No more than two (2) members may participate in a meeting by electronic communication at any one time.

Legal

[1. 24 P.S. 407](#)