



Title: **Electronic Participation in School Board Meetings**

Code: BEAA

Section: Section B: School Board Governance

Board members may attend and participate by electronic means in regular or special meetings of the Board in accordance with this policy and state law. For purposes of this policy, "electronic means" shall be defined as attendance via telephone, video or audio conferencing, or other electronic device.

Board members may attend and participate by electronic means in a regular or special Board meeting only when extenuating circumstances prevent the Board member from physically attending the meeting. For purposes of this policy, "extenuating circumstances" means the Board member's job or military service requires the member to be outside of the district at the time of the meeting or inclement weather and/or unsafe driving conditions prevent the Board member from physically attending the meeting, or a state of emergency has been called, thus prohibiting attendance.

A meeting at which one or more Board members attend and participate by electronic means shall be open to the public, except for periods in which the Board is in executive session. A quorum of the Board, including members physically present and members attending electronically, is required to convene a meeting.

The electronic means used shall allow the public to hear the comments made by the Board member(s) participating by electronic means and allow the Board member(s) to hear the comments made by the public. A Board member participating by electronic means will be included in the recording of the Board meeting.

A Board member who attends and participates by electronic means in a Board meeting shall have access to any materials that are presented and available to members who are physically present at the meeting.

A Board member who seeks to attend and participate by electronic means in a Board meeting shall notify the Board president and superintendent at least three business days prior to the meeting and shall explain the extenuating circumstances that prevent the Board member from physically attending the meeting. If such notification is not possible, the Board member shall notify the Board president and superintendent as soon as is reasonably possible of the request to attend by electronic means.

In the event of a situation in which the entire Board is unable to attend physically, an electronic meeting will be held per HB20-1301, provided that a quorum is reached. The procedures for recording business meetings of the Board during such situations will be the same as for meetings held in the physical location, to the extent possible.

A Board member who attends and participates by electronic means shall identify the location from which he or she is participating, those present, and the extenuating circumstances that prevented the Board member from physically attending the meeting. If the Board convenes in executive session, the Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.

A Board member may attend and participate by electronic means in a maximum of two Board meetings in a 12-month period, unless an emergency situation causes more time to be necessary. Unless otherwise approved by the Board majority, additional requests to attend and participate by electronic means will be denied. In accordance with state law, the Board shall declare a vacancy if a Board member fails to attend three consecutive regular Board meetings, unless the Board member's absence is otherwise excused by the Board.

A Board member's failure to comply with this policy may result in the Board's refusal to allow the member to participate by electronic means in Board meetings.

Adoption Date: September 14, 2020

LEGAL REFS.:

C.R.S. 22-31-129 (Board vacancies)

C.R.S. 22-32-108 (7)(a) (Board must adopt policy allowing board members to attend and participate electronically in regular or special board meetings, if the board wishes to allow this practice)

C.R.S. [22-32-108](#) (7)(b) (policy requirements if electronic participation is permitted)

C.R.S. 24-6-401 et seq. (open meetings law)

CROSS REF.:

BE, School Board Meetings

Adopted: **September 14, 2020**

Retired Dates: **February 08, 2021**
