Title: **4.14 -- Electronic Attendance and Participation in School Board Meetings**
Code: 4.14
Section: 4. GPs -- Governance Process

The Board of Education ("Board" or "BOE") will focus its meetings on accomplishing its planned agenda efficiently and effectively, within a structure that ensures priority attention is given to addressing the future impact of the district versus reviewing the past. In the instances when extenuating circumstances might prevent Board members from attending a Board meeting, work session, or executive session, the Board of Education will continue to focus its meetings on accomplishing its planned agenda efficiently and effectively, within a structure that ensures priority attention is given to addressing the future impact of the district.

1. To this end, 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.
2. 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.
3. For purposes of this policy, "extenuating circumstances" means the Board member's health, family need, 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.
4. 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.
5. If an entire Board meeting is electronic, the Board of Education welcomes and encourages public comment and will reserve time for this purpose during electronic meetings, prior to the commencement of its regular business.
    a. Public comments of no more than 400 words must be submitted to the Board Secretary no later than 12:00 p.m. on the day of an electronic meeting. There will be no immediate response from the Board, except when deemed necessary by the Board President.
    b. All comments submitted will be read publicly by members of the district's leadership team. Comments will not be read if remarks are inappropriate or if specific individuals are named.

c. The Board reserves the right, under unusual circumstances, to not accommodate public comment during an electronic meeting. However, the Board President will respond on behalf of the Board to all comments written to the Board but not read during an electronic meeting of the Board.

6. A quorum of the Board shall be physically present at the meeting for a Board member to attend and participate by electronic means unless all Board members are participating electronically. Under extenuating circumstances, pursuant to HB 20-1301 and CRS 22-32-108 et sec., a quorum of the Board, will include members physically present in one location and members attending electronically, to convene a meeting; the Board will have technology in place that ensures that members of the public can hear the comments made by a Board member(s) who attend the meeting electronically and that the Board member can hear comments made by the public; and further, a Board member who attends the meeting electronically will have real-time access to any materials that are presented and available to members who are physically present at the meeting.
7. A Board member participating by electronic means will be included in the recording of the Board meeting.
8. 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.
9. 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.
10. 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.
11. A Board member may attend and participate by electronic means in a maximum of two Board meetings within a twelve-month period unless an emergency situation causes more time to be necessary as determined by the Board President. The Board President will advise the Board of the reason a Board member is not attending a meeting in person. If the Board President and Board determine that a Board member's use of the electronic participation option is excessive, then the Board may vote by majority to deny future requests by that Board member to attend meetings electronically.
12. In accordance with state law, the Board shall declare a vacancy if a Board member fails to attend three regular Board meetings within a twelve-month period, unless the Board member's absence is otherwise excused by the Board President. A Board member's failure to comply with this policy may result in the Board majority's refusal to allow the member to participate by electronic means in Board meetings.

CASB policy BEAA

HB 20 – 1301

CRS 22-32-108(7)(b)(ii) & (iii)

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