

**CHESTER COUNTY
INTERMEDIATE
UNIT 24**

SECTION: BOARD PROCEDURES

TITLE: ATTENDANCE AT MEETINGS
VIA ELECTRONIC
COMMUNICATIONS

ADOPTED: NOVEMBER 18, 2009

REVISED: MAY 20, 2020

006.1. ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

Policy Section	Policy Description
<p>Section 1. <u>Purpose and Authority</u></p>	<p>The Board recognizes that factors such as illness, travel, schedule conflicts, weather conditions, and/or other emergency situations can make impossible the physical presence of one or more Board members or other necessary participants at a Board meeting, and that electronic communications can enable the Board member(s) and/or other necessary participants to participate in a meeting from a remote location.</p> <p>Board members shall be able to attend Board meetings, which, for purposes of this Board Procedure includes committee meetings and executive sessions, and participate in Board deliberations and voting through electronic communications in accordance with the provisions of this Board Procedure.</p> <p>The Board President or other Presiding Officer may permit other necessary participants to participate in meetings via electronic communications as appropriate, as determined by the Board President or other Presiding Officer.[1]</p> <p>Legal Reference: SC 407</p>
<p>Section 2. <u>Delegation of Responsibility</u></p>	<p>The Board authorizes the Executive Director or designee to procure, maintain, and make available the resources, equipment and facilities required to implement this Board Procedure.</p>

<p>Section 3. Guidelines</p>	<p>Board members who attend 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 the member, and by other participants addressing the Board.</p> <p>There is no limit to the number of Board members or other participants who may attend a Board meeting and participate in Board deliberations and voting through electronic communications. A Board member who wishes to attend and participate in a Board meeting via electronic communications shall submit such request to the Board President or Presiding Officer and the Executive Director at least three (3) days prior to the meeting. This timeline may be waived at the discretion of the Board President or the Presiding Officer, in consultation with the Executive Director.</p> <p>At the discretion of the Board President or the Presiding Officer, in consultation with the Executive Director or designee(s), a Board meeting may be conducted primarily or entirely via electronic communications. Under the scenario, the Executive Director or designee(s) shall work with its Solicitor or other legal counsel, as necessary, to ensure proper legal advertising of the meeting and that procedures are in place for such meeting to otherwise be conducted in accordance with the Sunshine Act and other applicable law. All rules normally applicable to in-person meetings of the Board shall be observed in meetings held primarily or entirely via electronic communications to the extent practicable and appropriate to the nature and features of the technology used.[3][4]</p> <p>Public Comment/Participation</p> <p>Individuals who wish to address the Board email the Intermediate Unit Administrative Assistant to the Executive Director by 12:00 noon the day of the Regular Official Board meeting. The email must contain the speaker's name, address, telephone number, school district and topic must be stated to be placed on the Board Agenda. The speaker's email will be read by the Board Secretary during the public comment area.</p> <p>In the event individuals do not have access to email or believe there is a violation of the Sunshine Act, they may request to make public comment to the webconference monitor through the webconference chat and/or audio features during the meeting.</p> <p>All procedures normally applicable to in-person meetings of the Board for public comment shall be observed in meetings held primarily or entirely via electronic communications to the extent practicable and appropriate to the nature and features of the technology used.[3][4]</p> <p>Board members shall follow the below procedures when attending and participating in a Board meeting through electronic communications.</p> <ol style="list-style-type: none"> a. Ensure that the remote location where they will be located during the meeting is quiet and free from background noise and interruptions.
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<p>References:</p>	<p>b. Attend and participate in the entire Board meeting, if possible. If a Board member is not able to attend and participate in the entirety of a Board meeting, the official minutes will indicate when the Board member joined and left the meeting. Board members are only able to vote on matters during the period of time that they are present, either physically or via electronic communications.</p> <ol style="list-style-type: none">1. School Code – 24 P.S. Sec. 4072. Pol. 8053. 65 Pa. C.S.A. 701 et seq4. Pol. 9035. Pol. 006
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