

0162.1 **Attendance at Meetings**

A quorum of members of the Board must be physically present at the location of any regular, special or closed meeting. Other Board members who are not physically present at a regular, special or closed meeting may participate in any such meeting by means of a video or audio conference if the Board member is prevented from physically attending because of:

- 1) personal illness or disability;
- 2) employment purposes or the business of the Board
- 3) or a family or other emergency.

The following procedures must be followed for participation of a Board members by audio and/or video conference in an open or closed session meeting of the Board or a committee of the Board:

1. the Board member notifies the Board President or the Board Secretary before the meeting commences, and at least five hours before the meeting, unless impractical to do so, that they are prevented by one of the reasons stated above from physically attending the meeting; and
2. the Board member participating by audio or video conference must announce his or her presence and audio and/or video participation to all persons in attendance at the meeting, and must state the reason why he or she cannot attend the meeting; and
3. a majority of the members of the Board physically present votes to allow the Board member to attend the meeting by video or audio conference; and
4. attendance of a Board member by video or audio conference at any regular, special or closed meeting shall include the right of such Board member to raise motions or to vote on any motions raised during any such meeting.

No Board member shall be permitted to attend any regular, special or closed meeting by video or audio conference more than four (4) times during any twelve-month (12) period.

Adopted 9/10/07
Amended 11/9/2009
Review by Policy Committee 2/25/2013