

**#9325.43****Attendance at Meetings via Electronic Communications**

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Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages members to attend and participate at all meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members electronically is authorized under limited conditions and with prior approval of the Chairperson.

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. The reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.

The Board authorizes the administration to provide the equipment required to implement this Board procedure.

**Guidelines**

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business.

If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Board Secretary will document it in the minutes when members participate in the meeting electronically.

**#9325.43 (cont.)**

Board members participating electronically may cast votes. However, if a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate, nor cast any vote, until the next item of business is opened. All votes taken during such a meeting shall be by roll call vote.

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. Upon approval of the Chairperson, the Superintendent will arrange for the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. The Superintendent will take measures to verify the identity of any remotely located participants.

Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernable to the public in attendance at the meeting's location. Any member participating in such fashion shall identify the persons present in the location from which the member is participating. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.

(c.f. #9540 Quorum)

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies, as amended by June 11 Special Session, PA 08-3