

**Policy Category:** Board Governance Policy

**Policy Number:** 1.14

**Policy Issued:** 8/19/2021

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**Policy Reviewed:** 8/19/2021

**Policy Title:** Virtual Board Meeting Attendance

**Policy Approved:** 8/19/2021

**Resolution #:**

**Pages:**

### **Purpose**

To establish a written policy to allow Trustees to attend Board Meetings virtually in accordance with ORC 3345.82.

### **Attendance Requirements**

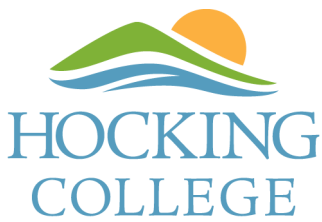
Trustees will be permitted to attend Board Meetings virtually subject to the following restrictions:

- At least one third of the trustees must attend the meeting in-person and in a location that is open and accessible to the public.
- A trustee must be present in-person for no less than one-half of the regular meetings of the board annually.
- A trustee who intends to attend a meeting virtually must notify the chairperson no less than 48 hours before the meeting, except in the case of a declared emergency.

### **Restrictions on Remote Locations**

Board Members attending a Board Meeting virtually must be at a location subject to the following restrictions:

- A trustee remotely attending a board meeting must be at a location farther than can be reasonably commuted in 20 minutes.
- No more than one trustee remotely attending a board meeting by teleconference is permitted to be physically present at the same remote location. (Note: This restriction does not apply to trustees attending via interactive video conference.)



### **Board Meeting Materials**

The following conditions must apply related to Board materials:

- All trustees must have the capability to receive meeting-related materials that are distributed during the board meeting.
- Meeting-related materials that are available before the meeting are sent via electronic mail, facsimile, hand-delivery, or US Postal Service to each board member
- The College will ensure proper circulation of materials to board members, the public, and the media in advance of or during a meeting at which board members are permitted to attend by interactive video conference or teleconference

### **Board Meeting Protocols**

The following protocols apply:

- The minutes of the board meeting must identify which board members remotely attended the meeting by interactive video conference or teleconference.
- All votes with any Board Member(s) attending via electronic means will be taken by roll call voice vote.
- In the case of an interactive video conference, the board causes a clear video and audio connection to be established that enables all meeting participants at the primary meeting location to see and hear each board member
- In the case of a teleconference, the board causes a clear audio connection to be established that enables all meeting participants at the primary location to hear each board member.
- Board members attending by teleconference must be able to reasonably identify themselves by providing their name and personally identifiable information to the satisfaction of the Chairman.
- Interactive video conferencing will be used as the preferred method to connect board members virtually, however teleconferencing may be used when interactive video conferencing is not available or practical.

Cross References: ORC 121.22, ORC 3345.82