

***Board File: BEAA***

## **ELECTRONIC PARTICIPATION IN SCHOOL BOARD MEETINGS**

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.

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. For purposes of this policy, “extenuating circumstances” means the Board member’s job or military service or personal circumstances requires the member to be absent from the meeting.

The Board president or, in his or her absence or inability, the Board vice-president, is delegated the authority to consider and approve the request, subject to appeal to the Board members who are physically in attendance at the meeting in the event attendance by electronic means is denied. The electronic means used in the Board room shall allow the public to hear comments made by the Board member(s) participating by electronic means and allow the Board member(s) to hear the comments made by the public. A member participating in a regular or special meeting by electronic means will be included in the recording of the Board meeting.

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. A quorum of the Board, including members physically present and members attending electronically, is required to convene a meeting.

A Board member who attends and participates by electronic means in a Board meeting shall have access to any materials that are presented and available to members who are physically present at the meeting.

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. If the request is approved, a Board member who attends and participates by electronic means shall identify the location from which he or she is participating, those present, and the extenuating circumstances that prevented the Board member from physically attending the meeting. 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.

A Board member may attend and participate by electronic means in a maximum of two Board meetings per calendar year. Unless otherwise approved by the Board, additional requests to attend and participate by electronic means will be denied. In accordance with state law, the Board shall declare a vacancy if a Board member fails to attend three consecutive regular Board meetings, unless the Board member's absence is otherwise excused by the Board.

A Board member's failure to comply with this policy may result in the Board's refusal to allow the member to participate by electronic means in Board meetings.

Adopted: prior to 1974

Revised: November 19, 2002 Revised: October 5, 2004

Revised: July 21, 2009

Revised: August 3, 2010

Revised: April 19, 2016

Revised: January 16, 2018

Revised by the Board: June 18, 2019

Revised by the Board: August 10, 2021

**LEGAL REFS.:**

C.R.S. 22-31-129 (board vacancies)

C.R.S. 22-32-108 (7)(a) (board must adopt policy allowing board members to attend and participate electronically in regular or special board meetings, if the board wishes to allow this practice)

C.R.S. 24-6-401 et seq. (open meetings law)

**CROSS REFS.:**

GP 1.1, The Board's Governing Style BE, School Board Meetings