

## **The Vanguard School**

### **POLICY: Vanguard BEAA – Electronic Participation in School Board Meetings**

**POLICY ADOPTED: 6-6-17**

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, military service, or other unavoidable circumstance that requires the member to be outside of the school at the time of the meeting; or illness, inclement weather, unsafe driving conditions, or other extenuating circumstances that prevent the Board member from physically attending the 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 shall be physically present at the meeting for a Board member to attend and participate by electronic means.

The electronic means used shall allow the public to hear the 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 Board member participating by electronic means will be included in the recording of the Board meeting.

A Board member who seeks to attend and participate by electronic means in a Board meeting shall notify the Board president and Executive Director at least one business day 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 Executive Director as soon as is reasonably possible of the request to attend by electronic means.

A Board member who attends and participates by electronic means shall identify 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’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.

Initial Date: March 2015

Legal Ref: C.R.S. 22-31-129 (*board vacancies*)

C.R.S. 22-32-108 (7)(a) (*board may adopt policy allowing board members to attend and participate electronically in regular or special board meetings*)

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