

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: BOARD PROCEDURES

TITLE: ATTENDANCE AT MEETINGS
VIA ELECTRONIC
COMMUNICATIONS

ADOPTED: October 11, 2010

REVISED:

006.2. ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

Section 1. Purpose

The Executive Council recognizes that it is a deliberative body and that it is important for Executive Council members to attend meetings to perform the role for which they were appointed. It is the preference of the Executive Council to have a quorum physically present for all meetings.

The Executive Council recognizes that members may not be physically present at all Executive Council meetings due to factors such as weather conditions, illness, travel and scheduling difficulties. The Executive Council further recognizes that advances in technology have made it possible for individuals to interact with others from remote locations through the use of speaker phones, teleconferencing and/or videoconferencing.

Section 2. Authority

Members of the Executive Council may attend Executive Council meetings, and may participate in Executive Council deliberations and actions, by speakerphone, teleconferencing and/or videoconferencing if s/he does not physically attend the meeting. No Executive Council member may participate remotely more than two (2) times during a calendar year, provided, however that the Executive Council, by majority vote, shall allow an Executive Council member to participate remotely more than two (2) times when conditions or circumstances justify such added remote participation.

The Executive Council Chairperson is not permitted to preside at a meeting of the Executive Council via speakerphone, teleconferencing and/or videoconferencing. If the Chairperson cannot be physically present, the Vice-Chairperson shall act instead; if neither person is physically present, a member of the Executive Council who is physically present shall be elected Chairperson pro tempore by a plurality of those present to preside at that meeting only.

Section 3. Requirements

Members of the Executive Council who desire to participate in a meeting by means of speakerphone, teleconferencing and/or videoconferencing shall notify the Chairperson of the Executive Council, the Executive Council Secretary, and Director at least three (3) business day in advance of the meeting in question.

A member or members of the Executive Council may participate remotely and be considered present at all or part of the meeting if all of the following conditions are met:

- a. Such member is able to hear other members of the Executive Council and members of the public who are recognized by the Executive Council during public comment.
- b. The public and other members of the Executive Council are able to hear the member of the Executive Council who is not physically present at the meeting.
- c. In the event it is determined by the Executive Council members present at the meeting, that the member who is present by speakerphone, teleconferencing and/or videoconferencing cannot be heard by all persons who are present at the meeting or all persons who are present at the meeting cannot be heard by any member who is present by speaker phone, teleconferencing and/or videoconferencing, then the speakerphone, teleconference or videoconference shall be terminated and only those who are physically present at the meeting shall be permitted to participate. If the member who is present by speaker phone, teleconferencing and/or videoconferencing cannot be heard but can hear all persons who are present at the meeting, then the member who is present on speakerphone, teleconference and/or videoconference shall be able to continue to participate in the meeting, but will not be able to vote.
- d. The Executive Council member(s) who is/are participating remotely must have access to the Executive Council packet posted on the school web site and/or hard copies of all documents in the Executive Council packet that have been posted to the school web site for that meeting agenda more than twenty-four (24) hours in advance of the meeting.
- e. The Executive Council member(s) who is/are participating remotely must also have access to e-mail to receive any addendum(s) to that meeting agenda and/or additional documents that will be provided to the members at the meeting.

The determination as to whether the member shall be considered present shall be made by the Executive Council members present at the meeting. Each Executive Council Member participating from a remote location may be requested by any member of the Executive Council then present to declare that s/he is participating prior to the motion for each item on the agenda.

When any member of the Executive Council participates by remote access, all votes shall be by roll call. If for any reason the remote access, in full or in part with the Executive Council member is terminated or malfunctions before the adjournment of the meeting, the meeting shall continue. Such termination shall not affect the validity of such actions taken by the Executive Council prior to the termination.

Section 4. Responsibility

The Director or his/her designee is authorized and directed to provide speakerphones, and/or teleconferencing and/or videoconferencing facilities sufficient to implement this policy.

References:

School Code – 24 P.S. Sec. 407

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.