

Remote Participation Policy

The following policy is established for remote electronic participation in meetings due to a personal matter or disability. A member of the Board of Directors or its Committees may participate in a meeting through electronic communication means as follows:

1. On or before the day of a meeting, the member shall notify the chair that he or she is unable to attend the meeting due to a personal matter or due to a temporary or permanent disability or other medical condition that prevents his or her physical presence. The member must identify with specificity the nature of the personal matter.
2. A quorum of the Board or Committee must be physically assembled at the primary or central meeting location. The members present must approve the participation by a majority vote. The decision shall be based solely on the criteria in this policy, without regard to the identity of the member or matters that will be considered or voted on during the meeting. The specific nature of the personal matter or the fact of the disability or other condition and the remote location from which the absent member participated shall be recorded in the meeting minutes. If the absent member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the meeting minutes.
3. Participation by the absent member due to a personal matter shall be limited in each calendar year to two (2) meetings of the Board or Committee.
4. For any remote participation, the Board or Committee shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the meeting location. If, for any reason, the voice of the absent member cannot reasonably be heard, the meeting may continue without the participation of the absent member.
5. So long as the requirements of this policy are met, a member participating through electronic communications means under this policy may make motions, vote, join in closed meetings, and otherwise participate fully as if he or she was physically present. If the procedural requirements are not met, however, then the member may only monitor the meeting (i.e., listen or watch, depending on the technology used) and cannot otherwise participate.