

# POLICY

## SOUTH ORANGE MAPLEWOOD BOARD OF EDUCATION

BYLAWS  
0155.1

Board Member Participation at Board Meetings  
Using Electronic Device

### 0155.1 BOARD MEMBER PARTICIPATION AT BOARD MEETINGS USING ELECTRONIC DEVICE

The Board of Education recognizes **that there will be times when** a Board member may be unable to attend a Board Meeting ~~due to limited circumstances, such as a Board member who is prohibited from leaving their home because they are quarantining as a result of having or being suspected of having a contagious illness or due to a commitment requiring the Board member to be out-of-town and logistically unable to participate in person during the time of the Board Meeting.~~ In order to assist Board members during these circumstances, the Board of Education will permit the Board member to participate in the Board Meeting through the use of an electronic device(s).

In the event a Board member has to quarantine or is out-of-town and logistically unable to appear for an in-person meeting, the Board member must immediately notify, in writing (or email), the **Board President**, Superintendent and Board Secretary so that preparations can be made to bring and set up the appropriate electronic equipment at the site of the Board Meeting to permit the Board member to listen to all aspects of the public meeting, including, but not limited to, Board member and administrative comments and deliberations, public comments, and presentations. ~~Along with the written notification, the Board member must identify the reason for the anticipated absence and the anticipated date when they can return to in-person meetings. The written request shall be verified by supporting documentation, if requested by the Board President or Superintendent. Failure to provide advance notice or the required documentation for the verification~~ may lead to the Board member's inability to participate remotely thereby constituting an absence.

The Board member participating via electronic equipment shall be provided, either in advance of the meeting or electronically just prior to or during the meeting, all handouts and supporting documentation that is presented, deliberated and voted on during the meeting. In addition, the electronic equipment must permit the Board President to recognize the Board member to make comments, ask questions, vote, and fully participate in the Board Meeting as if the Board member was present at the meeting. And, the Board member's comments, questions, votes and other aspects of their participation shall be amplified for all those in attendance at the meeting to hear their participation.



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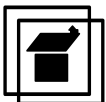
### Board Member Participation at Board Meetings Using Electronic Device

The Board member requesting participation in a Board Meeting through the use of an electronic device shall participate in the entire Board public meeting under the conditions outlined in this Policy ~~and cannot participate in selected portions of the public meeting.~~

Prior to the Board member's remote participation in the executive session of the Board meeting, the Board member participating remotely shall represent to being in a private space where no one else can hear or see the Board member's participation in executive session. The Board member must be visible from the device being used to remotely participate, and the Board member must span the device around the room to show the in-person Board members that there are no other persons who are in the room or who can listen to the closed session discussions. Moreover, the remote Board member must **either use headphones or** sit in front of the door to the room where **they are** sitting, with the door visibly behind the Board member. This is to ensure that no person enters the room with the Board member during private discussion.

In no event shall a quorum of the Board participate in a Board meeting via electronic device(s), absent the issuance of an Executive Order or law permitting the conducting of Board meetings with all members participating remotely. In the event multiple members of the Board submit written requests to participate in a Board meeting via electronic device, the requests shall be accepted in the order of receipt, **except that any Board member who was not virtual at the prior meeting has priority for virtual participation.** In the event a quorum of Board members should seek to participate in a meeting by electronic device, the requests of any such members that would have the number of Board member participation via electronic device constitute a quorum shall not be accepted and such Board member(s) shall not be permitted to participate via electronic device at such meeting.

A Board member's annual participation in a Board meeting via electronic device may not exceed ~~three (3)~~ **six (6)** Board meetings (special and/or regular meetings of the Board of Education), unless the Board President **and Vice Presidents or Superintendent** ~~find~~ that such additional participation is necessitated by ~~attenuating~~ **extenuating** circumstances.



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Adopted:

