

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 in person. 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 is unable to attend in person, 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. Failure to provide advance notice 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.

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.

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



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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 six (6) Board meetings (special and/or regular meetings of the Board of Education), unless the Board President and Vice Presidents find that such additional participation is necessitated by extenuating circumstances.

Adopted:

