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VIRTUAL ATTENDANCE AT BOARD MEETINGS POLICY

Adopted: March 26, 2018
Last Revised: March 24, 2019

Applicability

This is a policy which applies only to members of the Branch District Library Board of Trustees ("Board").

Policy Statement

A Board member may virtually attend and fully participate in a Board meeting via live electronic video call provided that the following conditions are met:

1. The requesting member must have the technical capability of making a video call to the meeting location.
2. The location of the meeting has the ability to accept a video call with little or no delays or interruption, project the caller live on a screen viewable by everyone physically present at the meeting (including members of the public), and ensure that the caller's comments can clearly be heard in the meeting room.
3. Physical presence at Board meetings continues to be the preferred method of participation and, therefore, virtual attendance may not be used frequently.



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4. A Board member must contact the Board president as early as possible prior to a meeting to request to attend the meeting virtually. If the Board president is not available or does not respond within a reasonable period of time, then the vice president should be contacted.
5. The reason for virtual attendance must be deemed acceptable by the Board president or vice president. Acceptable reasons for its use include, but are not limited to, illness, travel out of the area, and physical inability to get to a meeting.
6. No more than one (1) person may virtually attend the same meeting unless the Board president (or vice president) makes an exception based on the importance of the items on the agenda and the availability of enough members to make a quorum.
7. Once approval has been obtained, the member should contact the Director of Technology to arrange for the virtual participation set-up. The Director of Technology may decline the request if the meeting site cannot accommodate virtual meeting participation or if there is insufficient time before the meeting to set it up.
8. "Fully participate" means that members who virtually attend Board meetings count toward the existence of a quorum and they may vote as usual. In other words, everything is the same as if they were physically present.

Reason for Policy

It is difficult getting a quorum with such a small board, and it is frustrating not to have a quorum when there is important business to be conducted and only 12 regular meetings a year. Virtual attendance at board meetings will improve the function of the board.

Important Considerations

The two most important considerations in making this change are (1) continued Board compliance with all applicable laws, and (2) ensuring that people attending Board meetings to still be able to see and hear Board members in action. Research and consultation have assured us of the first and the requirements of this policy will ensure the second.