

Electronic Participation in Board Meetings

Board members may attend and participate by electronic means in regular or special meetings of the Board in accordance with this policy and state law. For purposes of this policy, "electronic means" shall be defined as attendance via telephone, video or audio conferencing, or other electronic device.

Board members may attend and participate by electronic means in a regular or special Board meeting only when extenuating circumstances prevent the Board member from physically attending the meeting. For purposes of this policy, "extenuating circumstances" means a special or unusual situation that prevents the Board member from physically attending the meeting. Examples of extenuating circumstances include:

- The Board member's job or military service requires the member to be outside of the district at the time of the meeting;
- Unusually inclement weather and/or unsafe driving conditions;
- A health issue or illness;
- Extended closure of District property; or
- A public emergency.

A meeting at which one or more Board members attend and participate by electronic means shall be open to the public, except for periods in which the Board is in executive session. The electronic means used shall allow the public to hear the comments made by the Board member(s) participating by electronic means and allow the Board member(s) to hear the comments made by the public.

Board meeting packets will be provided to Board members electronically or by overnight mail or other means to ensure that each Board member who attends a meeting electronically has real-time access to any materials that are presented and available to members who are physically present at the meeting.

A Board member who seeks to attend and participate by electronic means in a Board meeting shall notify the BOCES Executive Director or Board President at least three business days prior to the scheduled meeting and shall explain the extenuating circumstances that prevent the Board member from physically attending the meeting. If such notification is not possible, the Board member shall notify the BOCES Executive Director or Board President as soon as is reasonably possible of the request to attend by electronic means.

The BOCES Executive Director, designee or Board President may initiate a proposal that a Board meeting be held by electronic means by contacting each Board member individually by telephone or by email at least three business days prior to the scheduled meeting and shall explain the extenuating circumstances that form the basis of such proposal. If three business days' advance contact is not possible, the BOCES Executive Director, designee, or Board President shall contact each Board member individually as soon as is reasonably possible.

At the beginning of any meeting in which one or more Board members are attending by electronic means, each Board member who attends by electronic means shall identify the location from which he or she is participating, those present, and shall state for the record the extenuating circumstances that prevented the Board member from physically attending the

meeting. If the Board convenes in executive session, the Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.

A Board member's failure to comply with this policy may result in the Board's refusal to allow the member to participate by electronic means in Board meetings.

ADOPTED: May 14, 2020

LEGAL REF.: C.R.S. 22-32-108 (7)

CROSS REF.: BE, Board Meetings