

0160.1 BOARD MEMBER PARTICIPATION AT BOARD MEETINGS  
USING VIDEOCONFERENCING EQUIPMENT

The Board of Education recognizes a Board member may be unable to attend a Board Meeting due to a medical condition where the Board member is prohibited from leaving his/her home due to the medical condition or due to a commitment requiring the Board member to be unavailable for physical attendance 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 videoconferencing equipment (or by other comparable technological means) for up to 2 times per calendar year. The Board, by majority vote, shall allow a Board member to participate remotely more than (2) times when conditions or circumstances justify such added remote participation. This additional allowance must be approved by majority vote of the Board at the meeting prior to the meeting of his/her anticipated absence.

In the event a Board member has a medical condition that prohibits his/her attendance at a Board Meeting or a commitment that requires the Board member to be unavailable for physical attendance during the time of the Board meeting, the Board member must have his/her participation in a Board Meeting using videoconferencing equipment pre-approved by the Board President. The Board member must submit a written request to the Board President indicating the date of the Board Meeting and the reason for the anticipated absence. The written request may include supporting documentation. The written request must be submitted to the Board president at least two days prior to the Board meeting; this will allow the Board President due time to consider the request.

In the event the Board President approves a request, the School Business Administrator/Board Secretary shall make arrangements to have the appropriate videoconferencing equipment available at the site of the Board Meeting that will permit the Board member to listen to and view all aspects of the public meeting to include, but not limited to, Board member and administrative comments and deliberations, public comments, and presentations. The Board member participating via videoconferencing 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 were present at the meeting. Additionally, the Board member's comments, questions, votes and other aspects of his/her participation shall be able to be viewed by all those in attendance at the meeting and amplified to ensure that the public can hear, as well as view, his/her participation.



# BYLAWS

## HOWELL TOWNSHIP BOARD OF EDUCATION

BYLAWS

0160.1/page 2 of 2

Board Member Participation at Board Meetings  
Videoconferencing Equipment

The Board member requesting participation in a Board Meeting through the use of a videoconferencing equipment device, should, unless previously arranged, participate in the entire Board public meeting and should not participate in only a selected portion of the meeting.

The Board member shall not be permitted to participate in the Board's executive session or vote on any matter at the Board Meeting, through the use of videoconferencing equipment, that was discussed in executive session.

There must be a physical quorum of not less than 5 Board members present at the Board meeting in order for members to participate via videoconferencing equipment. Additionally, no more than 3 Board members may participate via videoconferencing equipment during one meeting.

Adopted:

