

0155.1 BOARD MEMBER PARTICIPATION IN COMMITTEE MEETINGS BY  
TELECONFERENCING OR VIDEO-CONFERENCING EQUIPMENT

## Policy Intent

While the Board strongly encourages members to participate in committee meetings in person, there may be occasions when a committee member cannot physically be present at the meeting, but he/she nevertheless wishes to fully participate in the discussion. Therefore, due to advances in technology, the Board hereby wishes to allow its members, within reason, to participate in committee meetings by teleconferencing or videoconferencing equipment (or by other comparable technological means), subject to conditions set forth in this policy and at the discretion of the committee chair.

This policy does not apply to duly convened meetings of the Board which are attended by a quorum of the Board.

## Conditions for Participation

The following conditions must be satisfied before a member is allowed to participate in a meeting remotely through the use of technology. However, satisfying these conditions do not guarantee that permission will be granted:

1. If a committee member cannot participate in a committee meeting due to family, business or personal reasons (hereinafter referred to as “good cause”), he or she shall notify the committee chair at least forty-eight (48) hours in advance of the meeting, if practicable. This notice requirement may be waived if the member could not have reasonably anticipated that he or she would not be able to attend the meeting in person.
2. The member must explain to the committee chair the reason(s) why the request is being made.
3. If the subject matter before the committee involves confidential matters, the Board member shall not request to participate unless the committee person is certain that he/she will be able to participate in the meeting from a location where others cannot hear or see the discussion.
4. The committee chair will then determine whether good cause exists so as to permit the member to participate, or whether to contact the alternate to see if that person can attend due to the nature of the business before the



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BYLAWS

0155.1/page 2 of 2

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committee at that meeting. If the member making the request can only participate for a portion of the meeting, the preference shall be to use the alternate.

5. The committee chair may consult with the Board President in making his/her decision.
6. The committee chair must notify the Board member of his or her determination as soon as is reasonably possible in advance of the meeting.
7. If permission is granted for remote participation, the Board member must give his/her undivided attention to the committee and must participate in the entire meeting, unless excused from doing so by the committee chair.
8. The Board member must be able to hear all of the members of the committee and vice versa through the communications equipment which will be used.

Adopted: 17 July 2012

Revised: 14 April 2020

