

Electronic Participation in School 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 the purposes of this policy, “extenuating circumstances” means the Board member’s job, military, or personal circumstances require the Board member to be absent from the meeting, or another significant event makes the physical presence of one or more Board members inadvisable.*

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. A quorum of the Board, including members physically present and members attending electronically, is required to convene a meeting.

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. Public comment must be submitted by email prior to the meeting. Comments will be read in the order they are received and limited to 3 minutes per person, 30 minutes total. A Board member participating by electronic means will be included in the recording of the Board meeting.

A Board member who attends and participates by electronic means in a Board meeting shall have 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 Board president of the request to attend by electronic means and the reasons for such request at least three business days prior to the meeting. If such notification is not possible, the Board member shall notify the Board president as soon as reasonably possible of the request to attend by electronic means.

A Board member who attends and participates by electronic means shall identify the location from which he or she is participating, and those present with the Board member at that location. 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 may attend and participate by electronic means in a maximum of two Board meetings per calendar year. Unless otherwise approved by the Board, additional requests to attend and participate by electronic means will be denied. In accordance with

state law, the Board shall declare a vacancy if a Board member fails to attend three consecutive regular Board meetings, unless the Board member's absence is otherwise excused by the Board.

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: April 8, 2020

Revised: October 12, 2022

LEGAL REFS.: C.R.S. 22-31-129 (Board vacancies)
C.R.S. 22-32-108 (7)(a) (Board must adopt policy allowing board members to attend and participate electronically in regular or special board meetings, if the board wishes to allow this practice)
C.R.S. 22-32-108 (7)(b) (policy requirements if electronic participation is permitted)
C.R.S. 24-6-401 *et seq.* (open meetings law)

CROSS REF.: BE, School Board Meetings

St. Vrain Valley School District RE-1J, Longmont, Colorado