

# SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: BOARD MEMBER  
PARTICIPATION IN BOARD  
MEETING VIA REMOTE  
COMMUNICATION DEVICE

ADOPTED: May 20, 2013

REVISED:

<p>SC 407</p>	<p style="text-align: center;">006.1. BOARD MEMBER PARTICIPATION IN BOARD MEETING VIA REMOTE COMMUNICATION DEVICE</p> <p>Section 1. <u>Authority</u></p> <p>Members of the Board may participate in a regular or special Board meeting governed by the Sunshine Act and vote by means of remote communication device, in the event of an emergency meeting or in the event of an unavoidable conflict by a Board member.</p> <p>The Board authorizes the administration to provide the equipment and facilities required to implement this Board procedure.</p> <p>Section 2. <u>Definitions</u></p> <p><b>Emergency meeting</b> shall be defined as a time sensitive situation or matter pressing enough that waiting to vote until a regularly scheduled meeting could or would substantially change the outcome of the issue under consideration.</p> <p><b>Unavoidable conflict</b> shall mean that a Board member could not have reasonably anticipated the scheduling of the meeting at which the Board member desires to participate at the time the Board member made arrangements to be somewhere that prevents the attendance of the Board member at that Board meeting or that a Board member experiences an urgent and significant personal or professional concern that prevents his/her attendance at a Board meeting at which the Board member desires to participate.</p> <p>Section 3. <u>Guidelines</u></p> <p>Absent an emergency meeting or unavoidable conflict, a Board member shall be physically present at any meeting to participate and vote. Board members may only participate by remote communication device, as the result of unavoidable conflicts, three (3) times within a twelve-month span. The Board may, by majority vote of members physically present at the meeting for which the Board member shall be unavoidably absent, waive this three (3) times limit.</p>
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It shall be the Board member's responsibility, when desiring to participate by remote communication device, to immediately notify the President of the Board that s/he shall be unable to physically attend the meeting. Arrangements shall be made at the location of the Board meeting for a remote communication device of the Board's choosing. The device shall be required to be heard by all Board members and by the public in attendance at the meeting, specifically at the same volume as if the member on remote communication device were physically present at the meeting. The Board member participating by remote communication device shall be able to hear all comments from the other Board members and from the public in attendance. If the Board President determines any of the above conditions are not occurring, s/he shall terminate the Board member's attendance through electronic communications. Preference shall be given to the first Board member requesting remote communication device participation. The presence of a Board member via remote communication device shall be counted toward the quorum necessary to hold a meeting.

References:

School Code – 24 P.S. Sec. 407

Board Policy – 006