



Policy #1165 - Electronic Meetings

Electronic Meetings Authorization

The Board authorizes its meetings to be held through electronic means as set forth in this policy. Such electronic means may include communications by telephone, telecommunications, computer, or similar methods of remote communication. Unless specifically stated by this policy, the other policies governing Board meetings (relating to notice, meetings being open to the public, and other matters) also apply to Board meetings held through electronic means.

Definitions

The following terms are used in this policy:

- 1) Primary location: A designated physical location from which the electronic meeting originates or to which participants are connected.
- 2) Electronic notice: electronic mail (email) or fax.

Member Request Requirement

A Board meeting may be held as an electronic meeting only upon request of a member of the Board. This request must be made at least 3 days prior to the time that the Board meeting is scheduled, so that the necessary arrangements can be made for the electronic meeting. *Utah Code § 52-4-207 (2011)*

Notice of Electronic Meeting

After an electronic meeting has been scheduled, and at least 24 hours before the meeting, the members of the Board shall be notified of the electronic meeting and informed how members of the Board will be connected to the meeting.

The public will be notified of an electronic meeting in the same manner as a regular meeting, but information regarding how the public may observe or listen to any open portion of the meeting will also be provided.

Primary Location

The primary location for the electronic meeting shall be in the building where the Board meeting would have been held if it were not held electronically.

Public Access

Space and facilities shall be provided at the primary location of an electronic meeting of the Board to permit members of the public to attend and monitor the electronic meeting (except those portions of such a meeting which have been properly closed to the public by the Board). If the Board meeting is one at which comments from the public will be accepted, then the space and facilities shall also permit members of the public to participate in the electronic meeting.

Members of the public are not entitled to monitor or attend electronic meetings except through the space and facilities provided at the primary location. Members of the public cannot request an electronic meeting and do not have the right to be remotely connected to a Board meeting except as set forth in this section. *Utah Code § 52-4-207 (2011)*

Adopted 4/14/20
