

Electronic Participation in School Board Meetings

Charter Board members may attend and participate by electronic means in regular or special meetings of the Charter 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.

Charter Board members may attend and participate by electronic means in a regular or special Charter Board meeting only when extenuating circumstances prevent the Charter Board member from physically attending the meeting. *[Note: Insert local restrictions here. The following sentence provides examples for the Board's consideration.]* For purposes of this policy, "extenuating circumstances" means the Charter Board member's job or military service requires the member to be outside of the district at the time of the meeting or inclement weather and/or unsafe driving conditions prevent the Charter Board member from physically attending the meeting.

A meeting at which one or more Charter Board members attend and participate by electronic means shall be open to the public, except for periods in which the Charter Board is in executive session. A quorum of the Charter Board shall be physically present at the meeting for a Charter Board member to attend and participate by electronic means.

The electronic means used shall allow the public to hear the comments made by the Charter Board member(s) participating by electronic means and allow the Charter Board member(s) to hear the comments made by the public. A Charter Board member participating by electronic means will be included in the recording of the Charter Board meeting.

[Note: The following two paragraphs are a suggested practice. The Board should discuss the process to follow when a Board member requests to participate in a meeting by electronic means and the requirements to do so and then include them in this policy.]

A Charter Board member who seeks to attend and participate by electronic means in a Charter Board meeting shall notify the Charter Board president and Administrative Office at least two business days prior to the meeting and shall explain the extenuating circumstances that prevent the Charter Board member from physically attending the meeting. If such notification is not possible, the Charter Board member shall notify the Charter Board president and Administrative Office as soon as is reasonably possible of the request to attend by electronic means.

If the request is approved, a Charter Board member who attends and participates by electronic means shall identify the location from which he or she is participating, those present, and the extenuating circumstances that prevented the Charter Board member from physically attending the meeting. If the Charter Board convenes in executive session, the Charter Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.

[Note: The following paragraph is a suggested practice. State law requires the Board to determine the maximum number of Board meetings a member may attend by electronic means. C.R.S. [22-32-108](#) (7)(b)(III). The policy must also describe when the Board will declare a vacancy. Id.]

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A Charter Board member may attend and participate by electronic means in a maximum of two Charter Board meetings per calendar year. Unless otherwise approved by the Charter Board, additional requests to attend and participate by electronic means will be denied. In accordance with state law, the Charter Board shall declare a vacancy if a Charter Board member fails to attend three consecutive regular Charter Board meetings, unless the Charter Board member's absence is otherwise excused by the Charter Board.

A Charter Board member's failure to comply with this policy may result in the Charter Board's refusal to allow the member to participate by electronic means in Charter Board meetings.

LEGAL REFS.: C.R.S. [22-31-129](#) (*board vacancies*)

C.R.S. [22-32-108](#) (7)(a) (*board may adopt policy allowing board members to attend and participate electronically in regular or special board meetings*)

C.R.S. [24-6-401](#) *et seq.* (*open meetings law*)

CROSS REF.: [BE](#), School Board Meetings

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Lake George Charter School