

# NORTHERN POTTER SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES  
TITLE: USE OF TELECONFERENCING  
ADOPTED: October 11, 2004  
REVISED:

## 006.1. USE OF TELECONFERENCING

### Section 1. Purpose

The Board recognizes that state law authorizes the participation of a Board member, not physically present at a duly convened special or regular Board meeting, for the purpose of the establishment of a quorum and for the purpose of voting on matters brought before the Board at such meeting. This policy defines and specifies the requirements for satisfying the legal requirements for such participation by a physically absent Board member.

It is the further intent of this policy that the authorized procedures are to be used in the event of emergencies and other compelling circumstances, which require a Board member to be physically absent from a meeting. In that vein, no individual Board member can avail themselves of these procedures more than two (2) times per school year measured from July 1 until June 30.

The Board shall rely on the discretion, good judgment, and integrity of its members to ensure that the procedures as authorized in this policy will not be abused or misused.

### Section 2. Definitions

**Meeting** - Any regular or special meeting of the Board at which deliberations and official action take place. Special work sessions and committee meetings are not included.

**Speaker Telephone** - Any telephone instrument or device capable of: (1) enabling the absent Board member(s) to hear the comments of and speak to all those present at the meeting; (2) enabling all those present at the meeting to hear the comments of and speak to such absent Board member(s) contemporaneously.

<p>SC 422</p>	<p><b>Section 3. <u>Notice</u></b></p> <p>Any Board member who anticipates the necessity of participating in a meeting pursuant to the authorization of this policy shall give at least twenty-four (24) hours advance notice to the Superintendent of Schools and the Board President so that arrangements can be made for the provision of the necessary equipment.</p> <p><b>Section 4. <u>Procedure</u></b></p> <p>At the call to order of the meeting, the presiding officer shall inform all Board members and all others in attendance at the meeting of the identity of the absent Board member(s), his/her physical location, and the reason for his/her inability to be physically present at the meeting. The Secretary shall then proceed to establish the telephone connection with the absent Board member(s). Upon the completion of such connection, the presiding officer shall establish the identity of the absent Board member(s) by appropriate inquiry and shall conduct such voice and volume tests to ensure that the absent Board member(s) and all those present or viewing the meeting have adequate contemporaneous voice communications.</p> <p>The presiding officer or the Secretary shall then commence the roll call. The physical absent Board member(s), upon responding affirmatively to the call, shall be considered present for the purpose of satisfying the quorum requirement of the School Code.</p> <p>The physically absent Board member(s) may participate in all discussions, deliberations, and votes of the Board as if physically present at the meeting.</p> <p>If, for any reason, the telephone connection with the absent Board member(s) is terminated before the adjournment of the meeting, the meeting shall continue unless the resultant non-participation by the absent Board member(s) results in the loss of a quorum, in which case the meeting shall be adjourned. Such adjournment shall not affect the validity of such actions taken by the Board prior to the adjournment.</p>
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