

I. PURPOSE

This policy describes the conditions under which a member of the Governing Board may participate in a meeting through virtual attendance.

II. DEFINITIONS

- A. Electronic meeting: A public meeting convened or conducted by means of a conference using electronic communications.
- B. Anchor Location: The physical location where the Governing Board is scheduled to meet if the board were not holding an electronic meeting.
- C. Board Meeting: Any regular board meeting that requires a quorum of the full board.

III. POLICY

- A. Board and committee members may attend meetings electronically in accordance with Utah Code §52-4-207.
- B. In order to conduct an electronic meeting, the following conditions must be met:
 - a. Notice of electronic meeting must be made to members of the Governing Board at least 24 hours prior to the meeting, including how members will connect to the meeting;
 - b. The electronic connection means must ensure that each member of the Governing Board can hear one another, can hear public comment, and can be heard by the public in attendance; and
 - c. Space and facilities must be provided at the anchor location for the public to attend, monitor, and participate in the open portions of the meeting as if the board were not conducting an electronic meeting;
 - i. For Board Meetings, a full quorum of members of the Governing Board must be present at a single anchor location; other individual members may participate virtually on an as needed basis.

2009 Virtual Participation in Meetings Policy

- C. Members of the Governing Board participating remotely through an electronic meeting shall be counted as present for determining quorum and for voting purposes.
- D. Governing Board members participating through electronic connections are expected to fully engage and participate in the meeting as if they were physically present.

Revision History:

06/20/17

04/11/19

Legal References:

[Utah Code §52-4-207](#) (*Electronic Meetings – Authorization – Requirements*)

[Utah Code §52-4-209](#) (*Electronic meetings for charter school board*)