

# NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: USE OF TELECONFERENCING

ADOPTED: October 6, 2008

REVISED:

SC 407	<p style="text-align: center;">006.1. USE OF TELECONFERENCING</p> <p>Section 1. <u>Authority</u></p> <p>The Board authorizes the participation of a Board member, not physically present at a duly convened Board meeting, for the purpose of the discussion and/or voting on matters brought before the Board at such meetings. This policy defines and specifies the requirements for satisfying the legal requirements for such participation by a physically absent Board member.</p> <p>Participation via teleconferencing shall not be counted in determining whether a quorum of the Board is present.</p> <p>It is the further intent of this policy that the authorized procedures are to be used in the event of emergencies and other circumstances which requires a Board member to be physically absent from a meeting.</p> <p>Examples of acceptable absences include, but are not limited to:</p> <ul style="list-style-type: none"><li>a. Personal/Family illness.</li><li>b. Personal/Family/Work emergency.</li><li>c. Personal, family or work-related travel.</li></ul> <p>This policy is not intended to create a right for any Board member to participate via teleconferencing but establishes guidelines for that participation if requested. The Board reserves the right to deny an individual member more than two (2) requests for participation via teleconferencing in one (1) calendar year. No more than two (2) Board members will be permitted to teleconference at any one (1) meeting. Requests for teleconferencing will be accepted in the order in which they are received.</p>
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SC 422	<p>Section 2. <u>Definitions</u></p> <p>a. <b>Meeting</b> - any regular or special meeting of the Board at which deliberations and/or official actions take place.</p> <p>b. <b>Speaker telephone</b> - any telephone instrument or device capable of:</p> <ol style="list-style-type: none"><li>1. Enabling the absent Board member(s) to hear the comments of, and speak to, all those present at the meeting.</li><li>2. Enabling all those present at the meeting to hear the comments of, and speak to, such absent member(s) contemporaneously.</li></ol> <p>Section 3. <u>Notice</u></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 six (6) hours advance notice to the Board Secretary so that arrangements for the provision of the necessary equipment can be made.</p> <p>If electronic communication facilities are not reasonably available, participation by electronic means shall not be authorized.</p> <p>Section 4. <u>Guidelines</u></p> <p>At the beginning of the meeting, the Board Secretary or designee shall make the connection with the absent Board member.</p> <p>The presiding officer shall inform those in attendance of the identity, physical location, and the reason for the inability of the Board member to be physically present at the meeting. The presiding officer shall then ascertain if the voice and volume connections are adequate for communication with all Board members physically present.</p> <p>The presiding officer shall then commence the roll call and after the absent Board member responds affirmatively to the call, the absent Board member shall be considered present.</p> <p>The physically absent Board member may participate in all discussions, deliberations and votes of the Board as if physically present.</p>
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References:

School Code – 24 P.S. Sec. 407, 422

Board Policy – 006