P1210 Electronic Participation by Board Members in Board Meetings

This policy applies to the Board of School Trustees of the Manchester Community School Corporation and any committee or advisory board appointed directly by the School Board. This policy does not apply when the school corporation is subject to a declared local or state public emergency.

Subject to the provisions of this policy, a board member may participate in a school board meeting by any electronic means of communication that:

1. allows all participating members of the School Board to simultaneously communicate with each other; and
2. other than an executive session, allows the public to simultaneously attend and observe the meeting.

A quorum must be physically present at a school board meeting in which board members participate by means of electronic communication.

The School Board will conduct all of its meetings where board members will be allowed to participate by electronic means of communication.

Limitation on Number of Board Members Participation

Not more than 3/7 of the board members may participate by electronic means of communication at the same school board meeting.

Board Member Notice of Participation

A board member who wishes to participate in a school board meeting by electronic means of communications must notify the Board President and/or the superintendent or designee at least 4 hours prior to the school board meeting. The notice must contain the reason(s) for participation by electronic means. The Communications Director will be responsible to set up the electronic means of communication for the board member and the school board meeting requested.

A board member may not participate in more than fifty percent (50%) of the school board meetings in a calendar year by an electronic means of communication, unless the board member's participation is due to:

1. military service,
2. illness or other medical condition,
3. death of a relative, or
4. an emergency involving actual or threatened injury to persons or property.

A board member may attend two (2) consecutive school board meetings by electronic communication and must attend at least one (1) school board meeting in person between two sets of consecutive meetings the board member attends by

electronic communication, unless the board member's absence is due to:

1. military service,
2. illness or other medical condition,
3. death of a relative, or
4. an emergency involving actual or threatened injury to persons or property.

No board member may participate by means of electronic communication in a school board meeting at which the Board will take final action to:

1. adopt a budget,
2. make a reduction in personnel,
3. initiate a referendum,
4. impose or increase a fee,
5. exercise the School Board's power of eminent domain, or
6. establish, raise, or renew a tax.

Voting

A board member who participates by an electronic means of communication shall be considered present by virtual status(reported per meeting) ; and may vote on a matter before the Board only if the board member can be seen and heard, without interruption and present for the entire session.

All votes taken during a school board meeting at which at least one board member participates by an electronic means of communication must be taken by roll call vote.

Minutes

The minutes of a school board meeting at which any board member participates by electronic means of communication must:

1. Identify each board member who:
   a. was physically present at the meeting- "Present" status
   b. participated in the meeting by electronic means- "Virtual" status
   c. were absent- "Absent" status

2. Identify the electronic means of communication by which:
   a. board members participated in the meeting, and
   b. members of the public attended and observed the meeting.

LEGAL REFERENCE: IC 5-14-1.5-3.5
Approved:08/17/2021