



# Long Valley Charter School

*Imagine-Achieve-Inspire*

## Use of Teleconferencing for Board Meetings

Approved by: Board of Directors

Date: May 13, 2014

Number: 7008

Purpose: Set guideline for use of teleconferencing/video conferencing

Definitions: Use of telephone or video screen for remote board member participation

### Procedures:

The Board recognizes the responsibility of Board Members to make every effort to attend meetings, but from time to time necessary absence may prohibit attendance. A Board Member may participate in any Board or Committee Meeting by teleconferencing or video conferencing when the Board Member is unable to attend in person. A Board Member may exercise this option no more than twice a year.

A Board Member who wishes to participate in a Board Meeting by means of a telephone speaker system or video conferencing shall notify the Board President at least five (5) days in advance of the meeting in question. The board president shall notify the Director so that arrangements can be made. The location of the videoconference/teleconference must be noted on the agenda and open to the public. Where practical, the agenda will be posted at this location.

When a board member is participating by teleconference or videoconference, vote will be by roll call only.

The board member participating by teleconferencing or video conferencing must be able to hear the comments of and speak to all those present at the meeting, and all those present at the meeting must be able to hear the comments of and speak to such absent board members contemporaneously. In the event it is determined by the board president or acting chairperson that either the absent board member cannot be heard by the absent board member, the teleconference or video conference shall be terminated, and the absent board member shall not be permitted to vote.

The meeting may not be chaired by telephone. A majority of board members shall be physically present at a board meeting when a board member participates through teleconference or video conference.

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