

REMOTE PARTICIPATION AT BOARD MEETINGS POLICY

I. Purpose

The Clarkston Independence District Library Board desires to have full attendance and participation by all Library Board Members at any Board meeting. Subject to the requirements of the Open Meetings Act, a person is permitted to participate remotely in a Board meeting under rules established and recorded by the Library. Further, the Library Board must adopt procedures to accommodate the absence of any member of the Library Board due to military duty.

II. Application

Because participation and interaction with fellow Board Members is important, all Board Members should strive to attend Library Board meetings in person. This Policy does not permit regular remote participation by any Board Member who is not on duty in the military. However, due to exceptional circumstances or military service, Board Members may not be able to attend a Board Meeting in person. This Policy is intended to allow for remote participation under those circumstances.

III. Procedures for Remote Participation

The Library has adopted the following procedures for remote participation at Board meetings:

1. If a Board Member cannot be physically present at the main location for any Board Meeting (“Main Meeting Location”) but can participate remotely, the Board Member must notify the Board President and Director at least 24 hours before the meeting, unless the Board Member cannot reasonably provide such advance notice. If the remotely participating Board Member is on duty in the military and cannot provide 24 hours’ notice, the Board Member must contact the Director in sufficient time before the meeting to allow for remote participation.
2. The Library Board must approve or disapprove the Board Member's remote participation during the Board Meeting before the Board Member participates in any discussion or votes. The Library Board may limit the approval to one meeting, several meetings, or for a period of time.
2. The Library Board must provide a speakerphone, video-conferencing equipment, or other two-way communication method at the Main Meeting Location so that all Board Members or members of the public can hear and speak to the remotely participating Board Member. For a remotely participating Board Member who is absent due to military duty, the speakerphone, video-conferencing, or two-way communication method must be used if feasible. If it is not feasible, then the remotely participating Board Member must provide the Library Director with an alternative, feasible method of communication within a reasonable time before the meeting.

3. A Board Member who participates remotely must have access to technology that allows the Board Member to receive the board packet, input from the public, or other documents before the meeting. If material is handed out at the meeting, the Library Board must send a copy to the remotely participating Board Member, if feasible, or reasonably describe or summarize the contents of the document.
4. If a Board Member is absent due to military service, the Library Board must provide notice to the public that the Board Member will be absent. The notice must be posted at least 18 hours in advance of the meeting on the home page of the Library's website. The notice must include contact information for the remotely participating Board Member (including a current e-mail address or telephone number) so that the public may provide input on any business that will come before the Library Board.
5. Remotely participating Board Members are counted when determining whether a quorum is present and have full discussion and voting rights.

IV. Recording of Rules

These rules must be recorded in the minutes and kept on file with the Library Director.

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Library Board Approved February 10, 2020