

ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

#2102 VIRTUAL PARTICIPATION IN MEETINGS

Purpose

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

Definitions

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

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: 3 members of the Governing Board must be present at a single anchor location; other individual members may participate virtually to create a quorum.
- C. Members of the Governing Board participating remotely through an electronic meeting

ENTHEOS BOARD POLICY – APPROVED SEPTEMBER 26,2019

UPDATED -MAY 28, 2020

2102 Virtual Participation in Meetings

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.
- E. Anchor location limitations may be waived when instructed by any state, county, city or federal entity for the health and safety of participants and the public. In such cases the board meeting may be held completely by virtual means so long as:
 - a. The public is given virtual access to monitor and participate in public comment
 - b. Agenda and access are posted to the public 24 hours prior
 - c. Meetings are recorded and minutes made available per Open Meeting Act guidelines
 - d. Anchor location(s) are made available again as soon as circumstances allow ensuring health and safety of participants and attendees.