

SHALER AREA SCHOOL DISTRICT

No: 006.1

SECTION: LOCAL BOARD PROCEDURES

TITLE: USE OF TELECONFERENCING

ADOPTED: APRIL 17, 2002

REVISED: JUNE 20, 2012

006.1 USE OF TELECONFERENCING	
1. Purpose 65 P.S. Sec. 274	<p>The Board recognizes that applicable State law authorizes the participation of a Board member, not physically present at a duly convened special or regular Board meeting, for the purpose of the establishment of a quorum and for the purpose of voting on matters brought before the Board at such meeting. This policy defines and specifies the requirements for satisfying the legal requirements for such participation by a physically absent Board member.</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 compelling circumstances which require a Board member to be physically absent from a meeting. The Board shall rely on the discretion, good judgment, and integrity of its members to ensure that the procedure as authorized in this policy will not be abused or misused.</p>
2. Definitions	<p><u>Meeting</u></p> <p>Any regular or special meeting of the Board at which deliberations and official action take place. Work sessions and committee meetings are not included.</p> <p><u>Speaker Telephone</u></p> <p>Any telephone instrument or device capable of:</p> <ul style="list-style-type: none">➤ enabling the absent Board member(s) to hear the comments of and speak to all those present at the meeting;➤ enabling all those present at the meeting to hear the comments of and speak to such absent member(s) contemporaneously.
3. Notice	<p>Any Board member who anticipates the necessity of participating in an open public voting meeting pursuant to the authorization of this policy shall give advance notice as soon as practical to the President and Superintendent so that arrangements for the provisions of the necessary equipment can be made.</p>

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The Board President or Superintendent shall notify the members of the Board via School District voice mail and/or will make an informational announcement at the beginning of the executive session, or the meeting if there is no executive session.

At the Call to Order of the meeting, the presiding officer shall inform all Board members and all others in attendance at the meeting of the identity of the absent member, his/her physical location, and the reason for his/her inability to be physically present at the meeting. The Secretary shall then proceed to establish the telephone connection with the absent Board member. Upon the completion of such connection, the presiding officer shall establish the identity of the absent Board member by appropriate inquiry and shall conduct such voice and volume tests to ensure that the absent Board member and all those present at the meeting have adequate contemporaneous voice communication.

The presiding officer shall then commence the roll call. The physically absent member, upon responding affirmatively to the call, shall be considered present for purposes of satisfying the quorum requirement of the School Code.

The physically absent member may participate in all discussions, deliberations, and votes of the Board as if physically present at the meeting.

If, for any reason, the telephone connection with the absent member is terminated before the adjournment of the meeting, the meeting shall continue unless the resultant non-participation by the absent member results in the loss of a quorum, in which case the meeting shall be adjourned. Such adjournment shall not affect the validity of such actions taken by the Board prior to adjournment.

In the event that more than one Board member requests to participate in an open public voting meeting via telephone, the Board members present will vote on the requests of all the absent Board members. The Board response will apply to all Board members making a request that meets the guidelines set forth below.

The reasons that constitute justification for requesting participation electronically include:

- Personal Illness
- Family Emergency
- Work-Related Travel
- Family Vacation
- Any travel that conflicts with a voting meeting of the Board that has been rescheduled

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