

**Board Operating Guidelines for  
Board of Education Attendance at Meetings via Electronic  
Communications**  
(Attachment for Policy 006.1)

**Purpose**

The purpose of the Board Operating Guidelines is to effectuate Policy 006.1: Attendance at Public Meetings via Electronic Communications, which allows Board of Education (“Board”) members to participate in Board deliberations and voting, through electronic communications, but only under limited circumstances.

**Procedures**

**Virtual Meeting Attendance**

Virtual meeting attendance for Board Members who have requested and been approved by the Board President for this flexibility will be conducted through Zoom® audio and video software.

In advance of virtual public meeting attendance, the Office of the Board of Education will be responsible for providing Board Members with the technology, calendar invitations, and other logistical support for effective virtual meeting attendance. This will require the Board Member to pick up any technical hardware from 440 N. Broad Street in advance of the meeting.

At the beginning of each public meeting, an announcement will be made noting which Board Member/s will be participating virtually and affirming that their virtual attendance has been approved by the Board President.

**Requesting Virtual Meeting Attendance**

To request to attend a public meeting(s) via electronic communications, the requesting Board Member will submit the written request through the designated form to the Board President at least three (3) days prior to the scheduled meeting. The Board President or designee may excuse this requirement in the event of exigent circumstances.

The form will ask questions including:

- Requesting Board Member name
- Reason for request
- Affirmation that the requesting Board Member will be able to participate in the meeting effectively as defined in the policy
- Whether the Board Member will be virtual for part or the entirety of the meeting
- Duration of request (i.e. single meeting request or range of dates during which all meetings will be attended via electronic communications)