

Shawnee State University

POLICY TITLE:	PARTICIPATION BY ELECTRONIC COMMUNICATION
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EFFECTIVE DATE:	11/19/2021
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RESPONSIBLE OFFICER:	PRESIDENT
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

Technological advances make it possible for meaningful discussions, deliberations, and decisions on University matters within the authority of the Board of Trustees to take place when one or more trustees participating in a meeting is not physically present. While collegiality among Board members is enhanced when members are physically present at most meetings, it is in the University's interest to permit trustees to occasionally participate and vote when it is impossible or difficult for them to be physically present at a Board or Board Committee meeting. Accordingly, this policy permits trustees to attend meetings by means of electronic communication, as defined below, to the extent that state law, including the Open Meetings Act, permits it.

2.0 DEFINITION

As used in this policy, "electronic communication" means live, audio-enabled communication that permits the trustees attending a meeting, the trustees present in person at the place where the meeting is conducted, and all members of the public present in person at the place where the meeting is conducted to simultaneously communicate with each other during the meeting.

3.0 PARTICIPATION BY ELECTRONIC COMMUNICATION

3.1 Any member of the Board of Trustees may attend a Board or Board Committee meeting by means of electronic communication, subject to the following limitations:

3.1.1 Each member of the Board shall be present in person at the place where the meeting is conducted for not less than one-half of the Board meetings annually.

3.1.2 At least one-third of trustees attending each Board meeting shall be present in person at the place where the meeting is conducted.

- 3.1.3 Any trustee who intends to attend a meeting by means of electronic communication shall notify the Board Chairperson of that intent not less than 48 hours before the meeting, except in case of a declared emergency.
- 3.2 Except as provided in subsections 3.1.1 through 3.1.3:
 - 3.2.1 There shall be no additional limits on the number of trustees who may attend a meeting by means of electronic communication;
 - 3.2.2 There shall be no limit on the number of meetings that the Board may conduct by means of electronic communication;
 - 3.2.3 There shall be no further limits on the number of meetings in which any one trustee may attend by electronic communication; and
 - 3.2.4 No additional limits or obligations shall be placed on any trustee because they attend a meeting by means of electronic communication.
- 3.3 Provided that the requirements of subsections 3.1.1 through 3.1.3 are satisfied, a trustee who attends a meeting by means of electronic communication shall be considered present at the meeting, shall be counted for quorum purposes, and may vote at the meeting.
- 3.4 When one or more trustees attends a Board or Board Committee meeting by means of electronic communication, all votes taken at that meeting will be by roll call vote.

History

Effective: 11/19/2021