



## Provo City School District Policy Series 1000: Board of Education

Policy No. 1420

### **Board Meetings via Electronic Communication**

#### *Electronic Meetings Authorized*

The Board authorizes its meetings to be held through electronic means as set forth in this policy. Such electronic means may include communications by telephone, telecommunications, computer, or similar methods of remote communication. Unless specifically stated by this policy, the other policies governing Board meetings (relating to notice, meetings being open to the public, and other matters) also apply to Board meetings held through electronic means.

#### *Definitions*

The following terms are used in this policy:

- 1) Primary location: A designated physical location from which the electronic meeting originates or to which participants are connected.
- 2) Electronic notice: electronic mail (email) or fax.

#### *Member Request Required for an Electronic Meeting*

A Board meeting may be held as an electronic meeting only upon request of a member of the Board. If possible, the request must be made at least 3 days prior to the time that the Board meeting is scheduled, so that the necessary arrangements can be made for the electronic meeting.

#### *Notice to Board Members of an Electronic Meeting*

After an electronic meeting has been scheduled, and at least 24 hours before the meeting, the members of the Board shall be notified of the electronic meeting and informed how members of the Board will be connected to the meeting.

#### *Primary Location at Regular Meeting Location*

The primary location for the electronic meeting shall usually be in the building where the Board meeting would have been held if it were not held electronically.

#### *Public Notice of an Electronic Meeting*

In addition to providing and posting the notices required for other Board meetings, the Board shall provide at least 24 hours advance written or electronic notice of the electronic meeting to

- 1) A newspaper of general circulation within the state; and
- 2) A local media correspondent.

Note: As we saw during the COVID-19 pandemic, board meetings – indeed, all meetings – may need to default to online meetings. All public notice guidelines for live, in-person meetings apply to online meetings.

The Board shall post written notice of the electronic meeting at the primary location at least 24 hours prior to the electronic meeting. The notices of the electronic meeting shall specify the

primary location of the meeting.

*Public Access to Electronic Meetings*

Space and facilities shall be provided at the primary location of an electronic meeting of the Board to permit members of the public to attend and monitor the electronic meeting (except those portions of such a meeting which have been properly closed to the public by the Board). If the Board meeting is one at which comments from the public will be accepted, then the space and facilities shall also permit members of the public to participate in the electronic meeting.

Business meetings, study sessions, and day-long retreats are broadcast live on YouTube and recorded. The district posts the streaming platform links with other public notice information.

Synopsis

Member Request for Electronic Meeting

Legal References

Utah Code Ann. § 52-4-207 (2007)

Utah Code Ann. § 52-4-207 (2007) Public Access to Electronic Meetings

Approved by Board of Education: August 13, 2013

Revised and Approved by Board: February 8, 2022