

Series 2000 Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2501A-F-1 Electronic Board Meeting Checklist

Deciding whether to hold an electronic Board meeting:

- For a **wholly electronic** Board meeting, one or more of the following apply:
 - Before March 31, 2021, a state or local order requires that Board meetings be held electronically or the Board chooses, for any reason, to hold an electronic meeting.
 - On or before December 31, 2021, there is a statewide State of Emergency or Disaster and convening a meeting in a physical location would risk the personal health or safety of the Board or the public.
 - On or before December 31, 2021, there is a local State of Emergency or Disaster that affects an area where the Board typically holds its meetings and convening a meeting in that physical location would risk the personal health or safety of the Board or the public.
 - On or before December 31, 2021, every Board member has a medical condition as defined by the Open Meetings Act, or is absent due to military duty or a State of Emergency or Disaster affecting the area in which each Board member resides.
 - Every Board member is absent due to military duty (no date restrictions).
- For a **hybrid physical/electronic** Board meeting, a Board member is participating remotely because of one or more of the following:
 - Before March 31, 2021, a state or local order prevents the Board member from attending in person or the Board member chooses to attend remotely.
 - Until December 31, 2021, there is a statewide State of Emergency or Disaster and the Board member's in-person attendance at a physical meeting would risk the personal health or safety of the Board members or the public.
 - Until December 31, 2021, there is a local State of Emergency or Disaster that affects an area in which the Board member resides and the Board member's in-person attendance at a physical meeting would risk the personal health or safety of the Board members or the public.
 - Until December 31, 2021, the Board member has a medical condition as defined by the Open Meetings Act.
 - The Board member is absent due to military duty (no date restrictions).

Preparing for an electronic Board meeting:

- Ensure the Board, each Board member participating remotely, and the public have access to two-way communication.
- Ensure that persons with disabilities will be able to participate in the meeting and notice is given about how to request an accommodation.

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- At least 18 hours before the electronic Board meeting, post the electronic Board meeting notice. The notice must include:
 - Why the Board is holding an electronic meeting;
 - How the public may participate remotely;
 - How the public may contact Board members to provide input or ask questions about business that will come before the Board; and
 - How persons with disabilities may participate in the meeting.

If the District has an internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the notice must be included on a portion of that website that is fully accessible to the public, either on the District's homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the District's website homepage. The link must clearly describe its purpose for public notice of non-regularly scheduled or electronic public meetings.

- At least 2 hours before the electronic meeting, post the meeting agenda to the District's website, if an agenda exists.
- The Superintendent or designee must provide notice to the public of which Board members will be participating remotely and information about how members of the public may contact those Board members in advance of the meeting to provide input or ask questions on any business that will come before the Board. This information may be included in the meeting notice.
- Although not required by the OMA, consider completing an Affidavit of Website Posting of the Public Notice of Electronic Meeting.

During the electronic Board meeting:

- At the beginning of the meeting, a Board member who is participating remotely must publicly announce that he or she is participating remotely and (except for remote attendance for military duty) must identify his or her physical location, which must include the county, city, township, or village and the state from which the Board member is attending remotely.
- Confirm the Board, each Board member participating remotely, and the public have access to two-way communication.
- Record the remote Board member's public announcement in the minutes.