

## Series 2000 Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

#### **2501A-F-2 Advance Notice of Remote Participation and Remote Attendance for Individual Board Member - Script**

##### **Advance Notice of Remote Participation**

**Directions:** *A Board member must provide notice of his or her absence and necessary contact information to the Superintendent or Superintendent's designee sufficiently in advance of the Board meeting, and consistent with the procedures in Policy 2501A, so that the District can provide public notice of the Board member's remote participation and information on how a member of the public may provide input to that Board member on any business that will come before the Board.*

##### **Remote Attendance for Individual Board Member - Script**

**Directions:** *For a Board member to participate remotely and be counted toward a quorum, deliberate, and vote electronically at a Board meeting, he or she must make the following public announcement at the beginning of the meeting. This public announcement must be recorded in the minutes. Note: A Board member who is absent due to military duty is not required to announce his or her location.*

##### **Script:**

I, [Board member name], am attending this [Board meeting date] [regular/special] Board meeting remotely.

I am physically located in [Board member's county, city, township, or village] in the State of [Insert State]. [NOTE: This sentence does not apply to an absence due to military duty.]

I am able to have two-way communication for this Board meeting.

Please record this public announcement in the meeting minutes.