



## **Electronic Board Meeting Attendance Policy**

Pursuant to HEA 1437, library board members may participate in meetings electronically as long as the library uses technology that permits simultaneous communication between board members and that also permits the public to simultaneously attend and observe the meeting.

Library board members attending electronically may be counted present for quorum purposes and may vote on matters presented before the board. However, the board member must be able to be both seen and heard in order to vote. All votes taken at a meeting with electronic attendees must be taken by roll call vote.

At least four library board members must be present in person at each meeting. If a board member plans to attend electronically, they will notify the board president and the library director at least 72 hours prior to the scheduled meeting.

Board members may not electronically attend more than half of the library board meetings during any given year unless the reason is due to:

- military service;
- illness or other medical condition;
- death of a relative; or
- an emergency involving actual or threatened injury to persons or property.

Electronic participation in meetings is not permitted if the board is attempting to take final action to:

- Adopt a budget;
- Make a reduction in personnel;
- Initiate a referendum;
- Establish or increase a fee;
- Establish or increase a penalty;
- Use eminent domain authority, or
- Establish, raise, or renew a tax.

If the board or a member of the public experiences technology failure during the meeting, this won't prevent the meeting from continuing and won't invalidate board actions or votes as long as there is a quorum of members still able to participate and as long as the voting requirements of the board bylaws/policies are met.

The board cannot prohibit a member from attending consecutive meetings by electronic

communication. A board member may attend two consecutive meetings by electronic communication and then must attend at least one meeting in person before attending another meeting electronically unless the reason for attending electronically is due to:

- military service
- illness or other medical condition
- death of a relative; or
- an emergency involving actual or threatened injury to persons or property.

Meeting memoranda (minutes) for a meeting where a board member attends electronically must:

- state the name of each board member
  - o who was present in person
  - o who attended the meeting by electronic means; and
  - o who was absent
- identify the electronic communication mechanism used for the meeting.

### **Electronic Signatures**

If a statute requires a manual signature for attesting or authenticating an obligation issued by the library (bond, note, warrant, or other obligation), an electronic signature will have the same force and effect as a manual signature.

### **During Disaster Emergencies Declared by the Governor or Local Government Officials**

The board may meet completely electronically until the disaster or emergency is terminated.

During such disaster emergency, the board may meet using any form of electronic communication as long as the meeting meets the following criteria:

- At least a quorum of the board is participating in the meeting either in person or electronically.
- the public is able to simultaneously attend and observe the meeting (unless it is an executive session); and
- votes are taken by roll call vote.

Meeting memoranda for an electronic meeting during a disaster emergency must:

- state the name of each board member who attended electronically and who was absent; and identify the electronic communication mechanism used for the meeting.

*Adopted by Board June 23, 2021*