

The Center for Creativity, Innovation and Discovery

Electronic Board Meeting Policy and Procedures

Purpose

The Governing Board of The Center for Creativity, Innovation and Discovery (“CCID”) has established this policy in order to enable a CCID Board meeting to be convened and conducted by means of telephonic, telecommunications, or computer or digital conference by satisfying the requirements of Utah Code Ann. § 52-4-207. While the CCID Governing Board will always preference the convening and conducting of Board meetings at the school, the allowance of an exclusively electronic meeting will be made, as needed, in an emergency, or when meeting in person would present an unusual hardship or risk to the safety and health of Board members or the public.

Participation

The primary purpose for holding electronic meetings is to enable members of the CCID Board to participate in the meeting electronically. Nevertheless, provision may be made for a member of the public to attend or monitor an open meeting provided that CCID will not be required to acquire any equipment, facilities, or expertise which CCID does not already possess in order to accommodate the participation.

Notwithstanding anything to the contrary in this policy, with the exception of a public hearing, the general public and other interested persons need not be provided an opportunity to participate in, as opposed to attend and monitor, an electronic meeting.

CCID School Building as the Anchor Location

CCID’s Governing Board has established the school as an anchor location for all electronic meetings, unless during extreme measures it is deemed in the best interest by the Chairperson to designate the anchor location at a different location. This anchor location is the physical location from which the electronic meeting originates or from which the participants are connected. Under normal circumstances, one administrator and one Board member will be in the school building where the CCID Board members would normally meet if not holding an electronic meeting. A quorum of the Board need not be present at the anchor location for an electronic meeting to be held, as long as all other requirements of this policy and of Utah Code Ann. § 52-4-207 are satisfied.

Space and facilities must be provided at the school so that all interested persons may attend and monitor the open portions of the meeting. In addition, if the meeting is a public hearing, space and facilities must be provided at the school so that interested persons and the public may attend, monitor and participate in the hearing.

Notice

The school will give not less than 24 hours’ advance public notice, including the agenda, date, time, location, and a description of how the Board Members will be connected to the electronic meeting, for each electronic meeting of the CCID Governing Board. This notice must be posted on the Utah Public Notice Website and at CCID’s school building where the meeting is to be held, and in a notification to the CCID community via the School Website, as per Utah Code Ann. § 63F-1-701. In

addition, the notice must be posted at the school and must be provided to all Board Members at least 24 hours before the meeting.

Limitations

The Chair, or the Vice-Chair in the Chair's absence, may determine, based upon budget or logistical considerations, that it is not in the best interest of CCID to hold an electronic meeting, in which event the meeting will not be held as an electronic meeting. The Chair, or the Vice-Chair in the Chair's absence, may also restrict the number of separate electronic connections that are allowed for an electronic meeting based on available equipment capacity.

The request from a member of the public to participate in a meeting electronically may be denied by the Chair, or Vice-Chair in the Chair's absence, based on budget, public policy or logistical considerations deemed sufficient by the Chair or Vice-Chair.

Conduct of the Meeting

No action may be taken and no business may be conducted at a meeting of the Board unless a quorum, consisting of a simple majority of the members of the Board, is present. A Board Member who is not physically present may nevertheless participate in the meeting through electronic means and be counted toward the required quorum in accordance with Utah Code Ann. § 52-4-207. Any Board Member participating via electronic means may make, second and vote on all motions and participate in the discussion as though present.

Health, Safety, or other Emergency Circumstances

In the event of a health, safety, or other public or school emergency, the Chair or Vice-Chair in the Chair's absence, may determine that significant risk prohibits a Board member, administrator, staff member, or member of the public from being present at the school/alternate designation anchor location. Directives from local, state, or federal authorities prohibiting movement or gathering also constitute such circumstances as to prohibit individuals from being present at the anchor location for a Board meeting.

Under such circumstances, the requirement for a Board member and an administrator to be present at the anchor location for all electronic Board meetings is no longer in effect. Every effort will be made to notify the public and provide means for public participation in Board meetings held only electronically, with the limitations described above.

CCID Governing Board Initially Adopted April 16, 2020