

## ATTENDANCE OF SCHOOL BOARD MEMBERS AT MEETINGS BY ELECTRONIC MEANS

Members of the MSD of Wayne Township School Board should be present at its meetings whenever possible. No proxy voting is permitted. However, family, employment, or health circumstances may prevent a Board member or key participant from attending a Board meeting in person.

In circumstances where a member of the Board or a key participant cannot attend a Board meeting in person, the Board member or key participant may participate in a Board meeting by electronic means. However, a Board member who is participating electronically may not be considered present at the meeting and may not vote or participate in any final action taken at the meeting. Participation by electronic means is subject to the following requirements:

1. The meeting will be conducted in compliance with Indiana statute.
2. Board members intending to be present at a Board meeting by electronic means will provide the Board President and the Superintendent or his designee with advance notice of their intention to be present by electronic means. The Board may waive this advance notice by a majority vote of the remaining Board members. A Board member who has made a timely request to the President to participate in a Board meeting by electronic means will receive any agenda and written materials prepared for the meeting prior to the meeting where possible.
3. Board members participating by electronic means may not be counted as present when determining if the Board has a quorum.
4. The minutes of the meeting will show the Board members and key participants who participated in the meeting by electronic means.

For purposes of this Policy, “*key participant*” means a person designated by the President of the Board of Education as a person whose unique contribution to a Board meeting warrants arranging participation by electronic means.

For purposes of this Policy, “*electronic means*” means a connection by telephone or other communications medium that permits each person participating in the meeting to hear and be heard by the other persons participating in or observing the meeting. A communications medium that provides a visual and audio link is permitted but not required for participation by “electronic means”.

I.C. 5-14-1.5

MSD of Wayne Township, Marion County, Indiana

Adopted: December 16, 2013

Reviewed: February 11, 2019