

## **PARTICIPATING ELECTRONICALLY FROM A REMOTE LOCATION**

A simple majority of the Board shall constitute a quorum for the transaction of business.

When it is not reasonably practical for a member to attend in person, if there are extenuating circumstances, the member may attend public sessions via telephone, skype, or other electronic means. RSA 91-A:2, III. The following is required:

1. The reason it is not reasonably practical for the member to attend in person must be included in the minutes of the meeting.
2. The member participating electronically must identify anyone present at the location the member is participating from.
3. All votes taken during the meeting must be by taken by roll call vote.
4. The public attending the meeting and all members must be able to simultaneously hear or see communication between the member participating remotely and those participating in person. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern the meeting discussion contemporaneously at the meeting location specified in the meeting notice.
5. If a member is allowed to participate electronically from a remote location, there must be a quorum of the school board physically present at the location specified in the meeting notice.
6. When, in State Emergency situation, the quorum can be filled by members participating electronically from a remote location, facts requiring immediate action before a physical quorum can be gathered shall be included in the minutes of the meeting.

Adopted: May 5, 2020