



## Electronic Meetings Policy

Law: 52-4-207

**Policy:** It is the policy of The Ranches Academy to convene and conduct electronic meetings as outlined by current state law under the following conditions:

1. Normal public notice shall be given as prescribed in 52-4-207
2. Written notice shall be posted at the anchor location
3. 24 hour notice shall be given board members of the electronic meeting
4. Connection details shall be given to board members
5. The anchor location shall be the normal location for board meetings
6. Quorum requirements are met by including board members connected electronically.
7. Effort will be made to provide visual aids and written materials in advance.

As a public body, a Charter School board may convene and conduct electronic meetings as outlined in Utah code 52-4-207.

### Specific References

Under Utah code 53A-1a-502(2)—Charter Schools are part of the state's public education system and therefore the board is a public body.

Under Utah code 52-4-207(1)b(ii)---A quorum is not required at the anchor location. Under Utah code 52-4-207(3)a---Notice to the public is the same as for a normal meeting Under Utah Code 52-4-209: Electronic Meetings for Charter School Board.<sup>72</sup>

### Procedure

**Purpose:** To establish written procedures governing electronic meetings, as required by Section 52-4-7.8, Utah Code Annotated, at which one or more members of the public body may participate by means of a telephonic or telecommunications conference.

1. Prior to or at the beginning of an electronic meeting, the conducting member of the Governing Board shall verify that proper notice of the meeting was given pursuant to Section 52-4-7.8, Utah Code Annotated.
2. Prior to or at the beginning of the electronic meeting or portion of the electronic

meeting in which non-present members will be participating, the conducting member of the Governing Board shall confirm that the non-present members are connected via electronic means.

3. The electronic connection shall be such that all members, both present and non-present, may hear the proceedings of the meeting, or portion of the meeting, in which they are participating.
4. If voting is required, the conducting member of the Governing Board shall require a roll call vote, so that the non-present members' votes may be counted.
5. The conducting member of the Governing Board shall require all participants in the electronic meeting to verbalize their statements and responses, so that the non-present members may hear them.
6. The conducting members of the Governing Board shall require that all visual aids and written materials not available to the non-present members be verbally described. Effort will be made to provide visual aids and written materials in advance.

Approved/Revised Date: 9/17/2020