

Electronic Meeting Policy

The Merit Preparatory Academy Board of Trustees members may attend and participate by **electronic** means in regular or special **meetings** of the **Board** in accordance with this **policy** and state law.

- I. **Participation:** A Board meeting may be convened and conducted by means of telephonic, telecommunications, or computer conference by satisfying the requirements of Utah Code Ann. § 52-4-207.
- II. **Purpose:** The primary purpose for holding electronic meetings is to enable members of the Board to participate in the meeting electronically. Provision may be made for members of the public to monitor an open meeting of the Board through electronic means provided that the school will not be required to acquire any equipment, facilities or expertise which the school does not already possess in order to accommodate the participation.
- III. **Anchor Location:** One or more anchor locations must be established for all electronic meetings, with the exception of times of extraordinary circumstance when doing so would endanger the health or well being of the participants. The anchor location is the physical location from which the electronic meeting originates or from which the participants are connected. At least one anchor location for an electronic meeting must be in the building where the Board would normally meet if not holding an electronic meeting. A quorum of the Board need not be present at a single anchor location for an electronic meeting to be held. As few as one Board member may be present at the anchor location, as long as all other requirements of this Policy and of Utah Code Ann. § 52-4-207 are satisfied for a meeting to be held as an electronic meeting. Space and facilities must be provided at the anchor location(s) 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 anchor location(s) so that interested persons and the public may attend, monitor and participate in the hearing.
- IV. **Notice:** 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, will be given for each electronic meeting of the Board by posting the notice on the Utah Public Notice Website created under Utah Code Ann. § 63F-1-701. In addition, the notice must be posted at the anchor location (Merit Preparatory Academy) and must be provided to all Board Members at least 24 hours before the meeting.
- V. **Conduct of 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.

Board Approved: 2020

