

Policy Type: Electronic Board Meeting Policy  
Policy Title: Governance Process  
Effective: June 22, 2021



The purpose of this policy is to establish the means and procedures by which the Board of Trustees Meetings (hereinafter “the Board”) of the Lakeview Academy may be conducted by electronic means pursuant to the Utah Code Annotated Section 52-4-207 and 52-4-209.

1. In such circumstances, that an electronic Board meeting is held, contact will be established and maintained by telephone or other approved electronic means and the meeting will be conducted pursuant to the Rules, Policies, and Procedures established by the Board.
2. The Board hereby determines that it may, from time to time as needed, conduct Board meetings in which one or more Board members attend and participate in the meeting through electronic means.
3. Board electronic meetings may include meetings conducted by means of telephone, telecommunications, internet video and audio, or by other live electronic means and media.
4. As with all Board meetings, the Board will provide advance written notice of the meeting agenda items at least 24 hours in advance. Notice shall be provided to all Board members, as well as to members of the public and news media as required. The notice shall designate the anchor location.
5. Public Participation in Electronic Meetings.
  - a. “Monitor” means to hear or observe, live, by audio or video equipment, all of the public statements of each Board member who is participating in a Meeting.
  - b. “Participate” means the ability to communicate with all Board members, either verbally or electronically, so that each Board member can hear or observe the communication.
  - c. If the Meeting is one at which comments from the public will be accepted, the space and facilities shall permit members of the public to participate in the Meeting. Members of the public are not entitled to monitor or attend Electronic Meetings except through the space and facilities provided at the primary location.
6. Board members who participate in the Board meetings through electronic means shall be counted as present for all purposes including the determination that a quorum is present.
7. A Board member at the anchor location shall act as the temporary Board President to conduct the Board meeting if both the Board President and Vice President are not physically present.
8. Board Members are asked to make a request for participation in an electronic meeting at least three days prior to the meeting to allow for physical arrangements to be made by the staff.

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References: 52-4-207, 52-4-209  
History: June 22, 2021  
Review: Biannually in August (odd years)

9. Participation in an electronic meeting shall be the exception rather than the norm for Board members.

**Certification:**

The undersigned officers and/or directors of Lakeview Academy certify that this Electronic Meetings Policy was duly adopted as of June 22, 2021.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

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