Board Meeting Protocol Resolution

A. Legal Authority/Requirement

- UCA 52-4-203 Written minutes of open meeting
- UCA 52-4-207 Electronic Meetings Authorization Requirements

B. Purpose:

1. These resolutions are intended to ensure the Governing Board Meetings are conducted according to law and by a consistent and appropriate process.

C. Definitions:

1. N/A

D. Remote Participation of Board Members

1. Board members may remotely participate in board meetings via video conference or telephone
2. Board members participating remotely
   a. shall be included when calculating whether a quorum is present
   b. shall be included in votes taken
3. Except for a unanimous vote, votes in meetings where any member is participating remotely shall be taken by roll call.

E. Electronic Meetings and Remote Participation of the Public

1. The Governing Board may hold meetings electronically

2. In the event of an electronic meeting of the Board, InTech shall provide a physical anchor location for members of the public to attend.

   a. Unless the Governing Board Chair determines that

      i. Providing an anchor location presents a substantial risk to the health or safety of those present or who would otherwise be present at the anchor location, or
      ii. The location where the public body would normally meet has been ordered closed to the public for health or safety reasons, and
      iii. The public notice for the meeting includes:

         1. A statement describing the chair's determination;
         2. A summary of the facts upon which the determination is based;
         3. Information on how a member of the public may attend the meeting remotely by electronic means.

F. Proxy Voting

1. Board members are not allowed to vote or take other official action by proxy

G. Record of Votes

1. Votes shall be recorded

    a. In list format
    b. By category for each action taken by a member including “Yes”, “No”, “Abstain”, and “Absent”
    c. By board member’s name

Document History:

26 Oct 2023	Added provision for remote participation of public.
25 Aug 2022	Resolution origination