



**Official Policy
of
Ogden Preparatory Academy**

1. School Board Operations

1.06.POL Electronic Meetings Policy

Effective/Revision Date: 09/09/2021

Page 1 of 2

PURPOSE

The purpose of this policy is to establish the means and procedures by which the Board of Directors may conduct electronic meetings in accordance with the provision of the Public Meetings Act (hereafter "the Act"), and particularly §52-4-207 (UCA, 2007).

DEFINITIONS

The Board of Directors hereby adopts those definitions specific terms that appear in the Act at §52-4-103 for application in this policy.

ELECTRONIC MEETINGS

The Board of Directors hereby determines that it may convene and conduct Board meetings in which one or more Board members attend and participate in the meeting through electronic means.

Board electronic meetings may include meetings conducted by means of telephone, telecommunications, electronic mail, or by other computerized, electronic, or teleconferencing means and media.

Board member participation by electronic means is permissible and shall be applicable to all board meetings where a quorum is present.

Board members who wish to participate in a meeting by electronic means shall make reasonable efforts to notify the OPA Director or IMS Director three (3) days prior to the meeting in order for arrangements to be made for the electronic meeting.

NOTICE

Notice shall be provided to all Board members, as well as to members of the public in accordance with the provisions of the Public Meetings Act.

Each notice shall describe the means of communication, anchor location and the means by which members of the public will be able to monitor and, when appropriate, participate in the electronic meetings.

Ogden Preparatory Academy Board of Directors electronic meeting anchor location will primarily be the School Library, but may be changed with a majority vote of the Board for a specific Electronic Meeting where the primary anchor location is not suitable. If circumstances dictate the need for an emergency Board Meeting, the Board President may determine an Anchor Location in these rare circumstances.

If the Board president determines conducting a Board meeting presents a substantial risk to the health or safety of those who could otherwise be present at the anchor location, or the anchor location has been ordered closed to the public for health or safety reasons, the Board shall: [a] give public notice for the meeting; [b] including a summary of the facts upon which the Board President's determination is based; and [c] information on how a member of the public may attend the meeting remotely by electronic means.

The member's electronic presence at a meeting shall be announced at the meeting and noted in the minutes.

Where actions are taken through an electronic meeting and a quorum is not present at the anchor location, the Board shall ratify their actions at the next scheduled Board meeting where a quorum of the Board or greater is present at the anchor location.

Document History

Approved: 12/13/2008

Revised to reflect change in practice: 09/09/2021

Legal References

Utah Code § 52-4-207