Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2501A-F-1 Electronic Board Meeting Checklist

Deciding whether to hold an electronic Board meeting:

☐ For a ***wholly electronic*** Board meeting, every Board member is absent due to military duty, an ADA "disability", or other reason permitted by Michigan law.

☐ For a ***hybrid physical/electronic*** Board meeting, a Board member is participating remotely because

- ☐ The Board member is absent due to military duty.
- ☐ The Board member must participate remotely as a reasonable accommodation for an ADA "disability".
- ☐ The Board member is subject to another reason permitted by Michigan law.

Preparing for an electronic Board meeting:

☐ Ensure the Board, each Board member participating remotely, and the public have access to Two-Way Communication.

☐ Ensure that persons with disabilities will be able to participate in the meeting and notice is given about how to request an accommodation.

☐ At least 18 hours before the electronic Board meeting, post the electronic Board meeting notice. The notice must include:

- ☐ Why the Board is holding an electronic meeting;
- ☐ How the public may participate remotely;
- ☐ How the public may contact Board members to provide input or ask questions about business that will come before the Board; and
- ☐ How persons with disabilities may participate in the meeting.

If the District has an internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the notice must be included on a portion of that website that is fully accessible to the public, either on the District's homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the District website's homepage. The link must clearly describe its purpose for public notice of non-regularly scheduled or electronic public meetings.

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☐ At least 2 hours before the electronic meeting, post the meeting agenda to the District's website, if an agenda exists.

☐ The Superintendent or designee must provide notice to the public of which Board members will be participating remotely and information about how members of the public may contact those Board members in advance of the meeting to provide input or ask questions on any business that will come before the Board.

☐ Although not required by the Open Meetings Act, consider completing an Affidavit of Website Posting of the Public Notice of Electronic Meeting.

During the electronic Board meeting:

☐ Confirm the Board, each Board member participating remotely, and the public have access to Two-Way Communication.

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