



7.24 Virtual Meetings Policy

Introduction

This Policy outlines the procedures and internal requirements for Board and Committee members to remotely attend Board and Committee meetings, in accordance with Section 5505.04 of the Ohio Revised Code. Notwithstanding the foregoing, if an executive order, mandate, or other regulatory action permits Board or Committee meetings to be held remotely, then that mandate will take precedence over this Policy.

For purposes of this Policy, “emergency” means unexpected situations affecting a Board or Committee member’s or his/her family’s health, wellness, or safety. Examples of emergency situations include, but are not limited to, illness, inclement weather, bereavement, and birth of a child. The Chair, in his or her sole discretion, shall determine if the Board or Committee member’s absence is due to an “emergency.”

Requirements for Remote Participation

1. Each member must attend at least three-quarters (75%) of the meetings in person at the designated public location during the Board’s calendar year, which begins August 1st and ends July 31st. This applies to Board meetings and Committee meetings, separately. It is understood that this could be unintentionally violated based on unforeseeable changes to the meeting schedule.
2. For each Board or Committee meeting, a majority of the members attending must attend in person at the designated public meeting location.
3. Unless an emergency exists, Board and Committee members must notify the Board or Committee Chair, whichever is applicable, at least forty-eight hours in advance of attending a meeting remotely. The Chair shall provide staff with a list of Board or Committee members approved to attend remotely prior to the meeting.
4. Remote participation will be determined on a first-come-first-served basis, however, if an emergency exists affecting another Board member or members, a Board member tentatively scheduled to attend remotely may be required to attend in person.

Remote Meeting Conduct

1. All votes must be taken by roll call.
2. Board and committee members attending remotely pursuant to this Policy are considered present, may vote, and are counted for quorum purposes.

3. The Board or Committee will ensure that the public can hear and observe the discussions and deliberations of all Board or Committee members, whether members are attending in person or remotely.
4. Except as provided in this Policy, no person shall impose additional limits or obligations on the Board or any of its members regarding remote attendance.

REVISIONS:

Effective date: April 17, 2025