



**B Series**

**BEDC**

## **QUORUM**

At any meetings of the Trustees, three of the Trustees then in office shall constitute a quorum. For purposes of conducting business, members present and participating in person or participating through video conferencing, electronic communication and speaker telephone shall be counted in determining a quorum. In absence of attendance to a meeting, a board member can send a pre-approved representative to vote on matters. In the event of a tied vote the Chair will abstain. In the absence of a meeting, the Principal can seek Board approval of an item via email. The Board will ratify this approval at its next regular meeting.

### **Participating Electronically from a remote location**

When it is not reasonably practical for a member to attend in person, the member may attend via telephone, skype, or other electronic means. RSA 91-A:2, III. The following is required:

1. The reason it is not reasonably practical for the member to attend in person must be included in the minutes of the meeting.
2. The member participating electronically must identify anyone present at the location the member is participating from.
3. All votes taken during the meeting must be taken by roll call vote.
4. The public attending the meeting and all members must be able to simultaneously hear or see communication between the member participating remotely and those participating in person. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern the meeting discussion contemporaneously at the meeting location specified in the meeting notice.
5. Except for an emergency meeting, if a member is allowed to participate electronically from a remote location, there must be a quorum of the school board physically present at the location specified in the meeting notice. Those not physically present cannot be counted in the vote. Except in an emergency, the members participating electronically from a remote location will not count towards satisfying the quorum requirement.
6. When, in an emergency, the quorum requirement is satisfied in part by one or more members participating electronically from a remote location, the facts requiring immediate action before a physical quorum can be gathered shall be included in the minutes of the meeting.

### **Legal References:**

RSA 91-A2, Meetings Open to the Public

*1st Reading: June 17, 2011*

*2nd Reading: August 10, 2011*

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