

# **Career Academy of Utah Electronic Meetings Policy**

Adopted: August 11, 2021

## **Purpose**

The purpose of this policy is to establish the means and procedures by which Career Academy of Utah Board of Directors (the “Board”) may conduct electronic meetings in accordance with the provisions of the Utah Open and Public Meetings Act (the “Act”), including Utah Code § 52-4-207.

## **Policy**

### **Definitions**

The Board adopts for application in this policy the definitions in the Act at Utah Code § 52-4-103.

### **Electronic Meetings**

The Board may, from time to time as needed, convene and conduct electronic board meetings in which one or more members attend and participate in the meeting through electronic means. For the purpose of this policy, an “electronic board meeting” is defined as a meeting convened and conducted in accordance with the Act by means of telephone, teleconferencing, or other electronic telecommunications media by which all participants participate by audible oral communication.

The Board shall establish one or more anchor locations for the electronic board meeting, at least one of which is the building where the Board would normally meet if they were not holding an electronic meeting.

The Board shall provide space and facilities at the anchor location so that interested persons and the public may attend and monitor the open portions of the meeting. If public comments will be accepted during the electronic meeting, the Board shall provide space and facilities at the anchor location so that interested persons and the public may attend, monitor, and participate in the open portions of the meeting.

The Board shall follow all requirements under Subsection (5) of the Act if the chair determines that conducting the meeting presents a substantial risk to the health or safety of those present or who would otherwise be present at the anchor location; or the

location where the public body would normally meet has been ordered closed to the public for health or safety reasons.

**Notice**

Prior to conducting an electronic meeting, the Board shall provide advance notice of the meeting in accordance with the Act.

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

Each notice shall describe the means of communication by which members will be connected to the electronic meeting and the anchor location.

Signature:  \_\_\_\_\_  
Name: Todd Bingham  
Title: Chairman of the Board