



## **Electronic Meetings Policy**

### **Purpose**

The purpose of this policy is to establish the means and procedures by which the Board of Trustees (the "Board") for Canyon Rim Academy ("CRA") may conduct electronic meetings in accordance with the provisions of the Utah Open and Public Meetings Act (the "Act"), including Utah Code Sections 52-4-207 and 52-4-209.

### **Definitions**

The "anchor location" means the physical location where the Board would normally meet if it were not holding an electronic meeting. Under normal circumstances, the anchor location is the school itself. If circumstances do not allow the school to be used as an anchor location for electronic meetings, the Board will ensure that the technology used for the meeting allows the public to participate without being physically present at the anchor location.

"Monitor" means to hear or observe, live, by audio or video equipment, all of the public statements of each member of the public body who is participating in a meeting.

"Participate" means the ability to communicate with all of the members of a public body, either verbally or electronically, so that each member of the public body can hear or observe the communication.

The Board adopts for application in this policy other definitions in Section 52-4-103 of the Act.

### **Convening and Conducting Electronic Meetings**

The Board may, from time to time as needed, convene and conduct Board meetings in which one or more members attend and participate in the meeting through electronic means. Electronic Board meetings may include meetings conducted by means of telephone, telecommunications, or by other computerized, electronic, or teleconferencing means and media. The chair will require any persons participating or casting a vote during an electronic meeting to identify themselves.

### **Notice of Electronic Meetings**

Prior to convening an electronic meeting, the Board shall provide advance notice of the meeting to all Board members and to members of the public. Each notice shall describe the means of communication, the anchor location, and the means by which members of the public will be able to monitor and, when permitted and appropriate, participate in the electronic meetings.