



BD2-015

Remote Board Meeting Attendance

Effective Date:	4/9/2025	Revision Date:	N/A	Audience:	Everyone
Owner:	Board	Certifier:	Richard Stensrud	Co-Owner (s):	Executive
Document Links:	Purpose , Policy , Procedure , Definitions , Related Documents , Policy History				

Purpose

To outline the requirements for Board members to remotely attend via video conference regularly scheduled Board meetings in accordance with R.C. 3309.091.

Policy

Board Member Participation Requirements

1. Each Board member must, at a minimum, attend at least three-quarters of the regularly scheduled Board meetings during the Board’s calendar year, which starts July 1 and ends June 30. For clarity, if the Board has ten regularly scheduled meetings during the year, each Board member must attend at least eight meetings in person. Similarly, if a Board Committee has four regularly scheduled meetings during the year, each Board committee member must attend at least three of the meetings in person.
2. For each meeting, a majority of the Board or Board Committee members must attend in person.
3. Unless an [emergency](#) exists, Board members and Board Committee members must notify the Board Chair or Committee Chair, as well as the Executive Director, at least seventy-two hours in advance of the meeting of their intention to remotely attend such meeting.
4. Remote participation will be determined on a first-come-first-serve basis.
5. If an emergency exists affecting another Board member or Board Committee member, a Board member or Board Committee 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. A Board member who attends a meeting by means of video conference is considered present in person at the meeting, may vote at the meeting, and is counted for purposes of determining whether a quorum is present at the meeting.
3. At any meeting in which a Board member or Board Committee member attends by means of video conference, the Board or Board Committee shall ensure that the public can hear and observe the discussions and deliberations of all the members of the Board

or Board Committee, whether the member is participating in person or electronically.

General Considerations

1. Except as provided in this Policy, no person shall impose additional limits or obligations on the Board or Board Committee or any of their members regarding remote attendance.
2. If an executive order, mandate, or other regulatory action permits Board or Board Committee meetings to be held remotely, then that order, mandate or regulatory action will take precedence over this Policy.

Procedures None

Definitions

Emergency - An unexpected situation affecting a Board member or Board 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 Board Chair or Board Committee Chair, in his or her sole discretion, shall determine if the Board member or Board Committee member's absence is due to an emergency.

Related Documents and Information

Statutes: R.C. 3309.091, R.C. 3309.09

Rules: O.A.C. 3309-1-25

Document Links: [Purpose](#), [Policy](#), [Procedure](#), [Definitions](#), [Related Documents](#), [Policy History](#)

Forms: ---

Policy History

Version 1 – March 20, 2025 – Created – Approved by Board