

Hybrid Meetings Due to Illness

A board member is authorized to participate in a board meeting electronically if (1) a quorum of board members is physically present at the board meeting and (2) the board member is unable to be physically present due to illness. The following procedures apply to electronic participation by a board member under those circumstances:

- A. **Illness** For purposes of this policy, “illness” includes:
- personal illness;
 - doctor’s quarantine;
 - isolation or quarantine based on guidance from the board, the Alabama Department of Public Health, or the Centers for Disease Control;
 - incapacitating personal injury; or
 - caring for an ill member of the board member’s immediate family (parent, spouse, child, foster child currently in the care and custody of the employee, sibling) or an individual with a close personal tie if no other competent caretaker is readily available.
- B. **Notice by Board Member** A board member unable to be physically present due to illness must notify the Superintendent and Board President to inform them of the need for a hybrid meeting as soon as practicable and should take steps to confirm receipt of such notice if necessary. By requesting to attend electronically, the board member is certifying that they are unable to attend the meeting due to illness.
- C. **Determination by Superintendent** The Superintendent is authorized to determine whether sufficient time exists to arrange for the board member to participate in the meeting electronically and to provide access to the public.
- D. **Available Methods for Electronic Access** If sufficient time exists, the board authorizes the following methods to provide electronic access to the board member and public as long as persons physically attending the meeting are able to hear the subject board member:
1. telephone conference;
 2. video conference; or
 3. other similar communications equipment that allows all participants to hear one another at the same time.

- E. **Determination of Method for Electronic Access** The Superintendent or designee will determine the appropriate means of providing electronic access to the board member considering the location of the meeting, the technology available to the board member, and the time available to arrange for electronic access.
- F. **Public Access** Instructions regarding how the public can access the meeting electronically may vary depending on the method of access chosen and will be included in the notice of the meeting if such information is available at the time the meeting is noticed. If the information is unavailable at that time, it will be posted in the same manner the meeting was originally noticed as soon as practicable.
- G. **Method of Voting** Votes taken during a meeting where a board member is participating electronically under this policy will be taken as a roll call vote that allows each participant to vote individually in a manner audible to all persons participating or present at the physical location of the meeting.
- H. **Expense Reimbursement Prohibited** A board member participating in a meeting electronically may not claim any form of reimbursement for expenses relating to that meeting, including mileage.

ADOPTED: January 24, 2023