

Ogden Valley Parks Service Area (OVPSA) Board Meetings

Rule on Electronic Attendance

1. Purpose

The Ogden Valley Parks Service Area (OVPSA) recognizes that there may be times when members of the Board may need to appear telephonically or electronically. This rule establishes guidelines for allowing board members to attend meetings electronically, ensuring inclusivity, transparency, and effective decision-making while maintaining compliance with applicable regulations pursuant to Utah Code Section 52-4-207.

2. Scope

This rule applies to all Board members and to invited participants of OVPSA official Board meetings.

3. Definitions:

- Anchor Location: The physical location from which the electronic meeting originates or from which the participants are connected.
- Electronic Attendance: Participation in a meeting via video conferencing, teleconferencing, or other approved electronic means.
- Official Meeting: Any scheduled meeting where OVPSA Board business is discussed or decided upon.
- Quorum: The minimum number of Board members required to be present, including those attending electronically, to conduct official business.

4. Electronic Attendance Guidelines

a. Eligibility for Electronic Attendance

- Board members may attend meetings electronically if they are unable to be physically present due to distance, health concerns, or other justifiable reasons.
- The Chair must be notified at least 24 hours before the meeting of a Board member's intent to attend electronically.
 - If extenuating circumstances arise within 24 hours of the meeting requiring late notice of intent to attend virtually, Board efforts may allow for electronic attendance by the board member, but cannot be guaranteed.
- Non-OVPSA Board member participants must request access to electronic attendance of open portions of an OVPSA Board meeting from the Chair at least three days prior to the meeting.

b. Acceptable Modes of Participation

- Video conferencing (e.g., Zoom, Microsoft Teams, Google Meet).
- Teleconferencing (audio-only participation in exceptional cases).

c. Quorum and Voting

- Members attending electronically shall be counted towards the quorum.

- Votes cast electronically shall hold the same weight as in-person votes.
- The meeting chair shall confirm the identity of electronic attendees before voting.

d. **Technical Requirements & Responsibilities**

- OVPSA Board members attending remotely must use appropriate technology, including a stable internet connection and functional audio/video devices.
- The meeting host shall provide a secure and reliable electronic platform for virtual participation and will ensure Board members' ability for full participation, including the ability to hear, be heard, and vote.

e. **Anchor Location**

- The Board shall provide space and facilities at an anchor location for interested persons and members of the public to attend the open portions of the meeting.
- All scheduled Board meetings shall have an anchor location with at least three members of the Board present.
- The Board may provide means by which members of the public participate remotely by electronic means.
- When the scheduled meeting is a site visit or traveling tour, the meeting may not be conducted or convened electronically.

f. **Public Access and Transparency**

- If meetings are open to the public, electronic access must be provided for public viewing during open meeting timeframes.
- Meeting minutes shall include electronic participants and voting records.

5. Confidentiality & Security

- Remote participants must join from a private location to protect sensitive discussions.
- Unauthorized recording or sharing of meeting content is strictly prohibited.

6. Exceptions & Amendments

- This rule may be amended based on technological advancements and legal requirements.
- Exceptions to this rule may be granted with prior approval from the governing authority.

7. Implementation and Compliance

- All attendees must comply with this rule when attending meetings electronically.
- The OVPSA Board shall review and update this rule periodically to reflect best practices.