

Remote Participation in CSSF Board Meetings Policy

Remote participation includes both physical meetings and meetings conducted by conference call, email or other virtual means. Remote participation in Colorado State Science Fair Board of Directors (Board) meetings may be permitted subject to the following requirements and restrictions. However, the Board strongly encourages members to physically attend meetings whenever possible. By following this procedure, the Board hopes to promote greater participation. Members of the Board have a responsibility to ensure transparency and that remote participation in meetings is not used in an inappropriate way.

Remote participation is not permitted unless:

The Board President, or if the Board President is not available, the Board Vice President, along with the Colorado Science and Engineering Fair (CSEF) Director authorize remote participation for each meeting where remote participation is to be used. Authorization is allowed only after all members of the Board have received email notification at least 72 hours in advance regarding the meeting, its schedule and how the remote participation will be implemented. Currently, acceptable forms of remote participation include conference call, email and video conferencing. If video conferencing is used, one of the other forms (conference call or email) must also be available. There is no minimum number of remote participants required but the quorum rule for all Board meetings applies.

Requirements for Remote Participation:

- a) In order to ensure the integrity of the meeting, an access code will be required for remote participants such as a PIN number for a conference call or code for access to the video conferencing meeting. Care should be used in the distribution of the code and the code should be changed periodically.
- b) Remote participation is to be considered attendance at the meeting. Voting by remote participants on CSEF issues during meetings is allowed but the remote participant(s) must identify himself or herself each and every time they vote. Each vote needs to be acknowledged by the meeting note-taker before continuing.
- c) Any cost incurred by the remote participant including equipment use and minutes will be the responsibility of the remote participant and not CSEF.
- d) Any member of the public who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the Board President, Board Vice President or CSEF Director, of his or her desire to do so. Following notification, the requester will then be informed of the form of remote participation.
- e) At the start of the meeting, the meeting chair, usually the Board President or Vice President, shall discover and announce the name(s) of any Board Member and member(s) of the public who will be participating remotely. This information shall also be recorded in the meeting minutes.
- f) All votes taken during any meeting in which a member participates remotely shall be by roll call vote of those not physically present.

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- g) When feasible, the CSEF Director shall distribute by email to all participants including remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes.
- h) Remote participation must be audible and clear to all participants or the claim of remote participation as meeting attendance is revoked for all remote participants and no remote voting will be allowed.
- i) The Board President, or if the Board President is not available, the Vice President, of the Board along with the CSEF Director may revoke remote participation for all participants if they feel it is inappropriate.
- j) Executive sessions may require that there is no remote participation. The decision will be made by the President, Vice President, or whomever is conducting the meeting.