

PROCEDURES FOR PARTICIPATION IN A MEETING BY ELECTRONIC OR OTHER MEANS

In accordance with RSA 91-A: 2 III, Board members may attend Board and committee meetings by electronic or other means.

Board members who wish to attend a meeting but who cannot be physically present for the meeting, should, if possible, notify the Board President or, for a committee meeting, the committee chair at least one day in advance to ensure that the appropriate equipment is present at the meeting site.

For committee or Board meetings at which one or more Board members wish to participate, but are not physically present, these additional steps will be added to the normal course of the meeting:

- A. Electronic or other communication is established prior to the chairman calling the meeting to order.
- B. After roll call and determination that a quorum is present at the meeting place, the chair recognizes each member who is attending, but not physically present in turn. Each of these members states:
 - a) Why their attendance is not reasonably practical;
 - b) Their means of participation;
 - c) Whether the member is able to simultaneously hear and speak to the other members;
and
 - d) The identity of all persons present at the member's location.
- C. The chair determines that the member's participation is in accordance with RSA 91-A: 2 III.
- D. If the member's participation is in a non-public session, the chair will require the participating member to remove non-authorized persons at the member's location to insure confidentiality.

All votes taken in meetings where one or more members are participating, but not physically present shall be taken by roll call.

Board Approved: 6/14/2010