

## Policy on Board of Trustees Remote Meeting Participation

<b>Policy Title</b>	<b>Policy on Board of Trustees Remote Meeting Participation</b>
<b>Policy #</b>	01.005.1
<b>Policy Owner</b>	University of Rhode Island Board of Trustees
<b>Contact Information</b>	Questions regarding this policy should be directed to the University General Counsel at (401) 874-4488
<b>Approved By</b>	Board of Trustees
<b>Effective Date</b>	September 24, 2021
<b>Next Review Date</b>	September 30, 2022
<b>Who Needs to Know About this Policy</b>	Members of the University of Rhode Island Board of Trustees and Committees of the Board of Trustees
<b>Definitions</b>	<p><b>Committee(s).</b> Any standing and special Committee(s) established by the Bylaws and the University of Rhode Island Board of Trustees.</p> <p><b>Meetings.</b> Any Meetings of the University of Rhode Island Board of Trustees or Committees convened pursuant to the Bylaws and RIGL § 42-46, including special Meetings and executive (closed) sessions.</p> <p><b>Member(s).</b> Members of the University of Rhode Island Board of Trustees and its Committees.</p>
<b>Statutes, Regulations, and Policies Governing or Necessitating This Policy</b>	<p>RIGL § 16-32-2</p> <p>RIGL § 42-46-5</p> <p>Bylaws of the University of Rhode Island Board of Trustees, as amended from time to time</p>
<b>Reason for Policy / Purpose</b>	To define the requirements of remote participation by Members in Meetings of the University of Rhode Island Board of Trustees and Committees and the conditions by which a Member is authorized to participate remotely.

### Policy Statement

The University of Rhode Island Board of Trustees (also, Board of Trustees) acknowledges that attendance at Meetings is essential for Members to perform their official duties and requires its Members to be physically present for all Meetings, except under extenuating circumstances that prevent a Member from being physically present at a Meeting. Under such circumstances, Members may be authorized to participate remotely in Meetings, provided that such attendance and participation is in compliance with this policy and any applicable laws.

1. Remote participation is not to be used solely for a Member's convenience or to avoid attending a particular Meeting in person.
2. Members will only be permitted to participate remotely if there will be sufficient Members confirmed to be physically present at the noticed Meeting location to meet quorum requirements of the Board of Trustees or Committee.
3. Remote Members and all persons present at the Meeting location must be clearly audible and visible to each other by means of remote communication approved and arranged by the Secretary in advance.
4. A Member participating remotely may participate in an executive session but must first state at the start of the executive session that no other person is present and/or able to hear the discussion at the remote location.
5. A Member who desires to participate in a Meeting remotely shall notify the Secretary of the Board of Trustees and the chair of the Board of Trustees or the chair of the applicable Committee in the case of a Committee Meeting as soon as reasonably practicable.
6. The chair of the Board of Trustees or the chair of the applicable Committee in the case of a Committee Meeting, will determine if a Member will be permitted to participate remotely in a Meeting.
7. Subject to complying with in-person quorum requirements, requests may be allowed if there are circumstances beyond the control of the Member that prevent their attendance in-person or based on factors creating an unreasonable hardship for the Member to attend in-person.
8. The chair of that particular Meeting shall announce the remote participant and the means of remote participation at the beginning of the Meeting.
9. The chair of that particular Meeting may decide how to address technical difficulties that arise when utilizing remote participation, but whenever possible, the Meeting chair should suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote Member participant's ability to hear or be heard clearly by all persons present at the Meeting location. If, however, the technical difficulties distract from or impede the orderly progress of the Meeting, the chair of the Meeting may end the remote participation.
10. A Member participating remotely shall notify the chair of the Meeting if leaving the Meeting before it is adjourned or rejoining the Meeting after a period of absence.
11. In any Meeting where Members are participating remotely, all votes taken will be by voice vote.
12. In times of emergency, including natural disasters and health emergencies requiring quarantine or isolation, or resulting in government-issued "stay-at-home" orders, certain laws, regulations or executive orders may be issued allowing for fully remote Meeting participation. In such cases, appropriate notice will be given and provisions of any such executive order or applicable law shall supersede any inconsistent provisions of this policy.

## Exceptions

None.

## Policy Review and Revisions

Policy #	Effective Date	Reason for Change	Changes to Policy
01.005.1	9/24/21	n/a	n/a