

Area 17 Workforce Development Board Policy 1: Virtual Meetings
Review/Revision Index
Original Acceptance Date: September 16, 2021

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SUBJECT:

Virtual Meetings

BACKGROUND:

Various state and federal “sunshine” laws require that public decision-making bodies conduct official business in an open, publicly accountable manner. In Ohio, the main source of this requirement is Ohio Revised Code 121.22, the Open Meetings Act.

The requirement in division C of section 121.22 that a member of a public body must be present in person at a meeting open to the public to be part of a quorum or to vote does not apply to a local board if the board holds a meeting by interactive video conference or teleconference in the manner indicated under Ohio Revised Code 6301.06.

PURPOSE:

In order for local Workforce Development Boards (WDB) to hold meetings by interactive video conference or teleconference, WDBs must comply with Ohio Revised Code 6301.06 and adopt rules that require the meeting to be conducted in a certain manner.

POLICY:

At the Chair’s discretion, a regular or special meeting of the WDB may be held by an interactive video conference or teleconference. The meeting notice will constitute the Chair’s authorization for Board members to remotely attend a Board meeting by interactive video conference or teleconference in lieu of attending the meeting in person.

If the Board holds a meeting by interactive video conference or teleconference, use of an interactive video conference is preferred, but the use of teleconference or a combination of the two formats may be utilized during the same meeting.

The Board will establish a primary meeting location that is open and accessible to the public. One representative, authorized by the Chair, must be present at the primary meeting location. If a meeting is conducted by interactive video conference or teleconference, no board members are required to be present at the primary meeting location.

In the case of an interactive video conference, the Board will establish a clear video and audio connection that enables all meeting participants at the primary meeting location to see and hear each Board member.

In the case of a teleconference, the Board will establish a clear audio connection that enables all meeting participants at the primary meeting location to hear each board member.

Not more than one board member remotely attending a board meeting by teleconference is permitted to be physically present at the same location.

There are no geographic restrictions for participation in meeting by interactive video conference or by teleconference.

Board members attending the meeting by teleconference will identify themselves verbally when admitted into the meeting and at any time that they speak or take action during the meeting.

For the purpose of distributing and circulating meeting-related materials to board members, the public, and the media prior or during the meeting at which the board members are permitted to attend by interactive video conference or teleconference, the following will apply:

- Meeting-related materials that are available before the meeting will be sent via electronic mail, facsimile, hand-delivery, or United State postal service to each board member.
- All Board members will have the capability to receive meeting-related materials that are distributed during the meeting.

A roll call vote will be recorded for each vote taken.

The minutes of the Board meeting will identify which Board members remotely attended the meeting by interactive video conference or teleconference.

ACTION REQUIRED:

All board members must adhere to this policy and establish additional policies and procedures as appropriate.

CLARIFICATION:

Any clarification on the above policy should be directed to the Board Director.

EFFECTIVE DATE:

September 30, 2021