

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: MEETING ATTENDANCE AND TECHNOLOGY

DATE: October 11, 2018

AMENDED DATE: October 6, 2020

REVIEWED DATE: July 6, 2022

STATEMENT

It is the duty of an ACCEL Board Member to be physically present at all regularly scheduled in-person Board Meetings.

These regularly scheduled in-person Board Meetings are listed on the meeting calendar which is annually adopted by the Board at the October Board Meetings. It is also listed on the ACCEL website.

ACCEL Board Members who cannot attend scheduled in-person meetings have the option to have their ACCEL Alternate Board Member attend in their absence, pursuant to the ACCEL Board Representation Alternate Rights Policy and Procedure.

ACCEL does not allow its Members to utilize a teleconference line to count towards a quorum for a regularly scheduled in-person meeting or vote on matters in the agenda, except, under exceptional circumstances as defined below.

“Teleconference” means a meeting of a governing body, the members of which are in different locations, connected by electronic means, through either audio or video, or both, pursuant to Government Code Section 54953(b)(4).

The exception to this Policy and Procedure is if there is an unforeseen circumstance (e.g. pandemic, natural disasters) that prevents Board Members to travel, ACCEL will host its regularly scheduled in-person Board Meetings via teleconference.

PROCEDURES

1. When a Member cannot physically attend due to exceptional circumstances at least 72 hours prior to a meeting, the Member must notify the ACCEL President and Program Administrators (*to potentially allow them to post the revised agenda in accordance with Brown Act requirements*).
2. Exceptional Circumstances include the following:
 - a. Severe Weather
 - b. Medical Emergencies
 - c. Unforeseen Circumstances
3. The discretion to approve the exceptional circumstance is vested to the ACCEL President (ACCEL’s Vice President can assume the role as ACCEL’s President when called upon). This exception only applies if ACCEL Board business needs to be accomplished and cannot

without a Member's participation electronically.

4. If the exception is approved, ACCEL will allow for a Member to join the meeting by "Teleconference" to count towards a quorum and vote on matters in the agenda.
5. ACCEL will comply with the teleconference meeting guidelines established by the Brown Act (Government Code Section 54950), unless exceptions are made by the appropriate government authority.
6. ACCEL may use different systems for teleconference meetings:
 - a. One option is a system whereby those Board Members attending the meeting connect via contact number(s) provided to participants, which automatically connects those calling in, or joining electronically. This system may be used for regular session items.
 - b. Another option will be used when agenda items are scheduled to be held in Closed Session. For Closed Sessions, a confidential phone number and security code will be provided to the Committee or Board Members. Members will call into the secure line during Session, and then log back into the public available teleconference to report out on Closed Session items, and complete the agenda item. (The public meeting teleconference will remain open to the public during Closed Session, so Members can return and complete the publicly agenda item).
 - c. A third option is the use of web based conference systems (e.g. webinars) in which a shared screen is utilized for presentation, and Board Members call into a publicly disclosed conference line.
7. ACCEL permits the use of teleconferencing for non-regularly scheduled in-person meetings such as Committee Meetings, Special Meetings and Emergency Meetings.