

# Holding Your Meeting Remotely

Tiffany Jackson, AASB



## Find the Chat Box

- Please put your name and your community in the box so we can see who is on line.
- Feel free to post any question you might have in the box so we can be sure to address your concerns.



## Disclaimer

AASB Staff **are not attorneys**. The information presented today is not intended to be legal advice. If you have questions regarding the legality of anything we present or your particular situation we advise you to speak with your legal counsel. We always strongly advise you to consult your Board policies and bylaws.



## Remote Meetings in AK

### Is it feasible? Is it allowed in AK?

Yes & Yes

### What do your Bylaws say?

Refer to Board Bylaws 9320 Meetings, 9321 Executive Sessions, 9314 Suspension of Policies, Bylaws, AR's

### State Law

Sec. 29.20.020. Meetings public

Sec. 44.62.312. State policy regarding meetings.



## Types of Meetings

- Regular
- Special
- Emergency
- Work sessions
- Board committees



## Types of Meetings

- **Regular**

BP 9320

“The School Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular School Board meetings and shall be notified of any changes to the calendar. “



## Types of Meetings

- **Special Meetings**

BP 9320

Except in the case of an emergency, **notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used.** Such notice shall be given to all School Board members, the superintendent and to the local news media. This notice also shall be posted at all regular district and school sites at least 24 hours before the meeting.

Notice of a special meeting shall include a **statement of the purpose of the meeting.** No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.



## Types of Meetings

- **Emergency**

BP 9320

The School Board president or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. **If telephone services are not functioning, the notice requirement is waived.**



## Types of Meetings

- **Work sessions**

This is a type of special meeting. The Board must still give notice and it is advisable to advertise the subject of the work session (agenda).

- There will be **NO Action** taken by the board at Work sessions.
- The public should have access to watch or listen to the meeting but public participation is not necessary.
- These meetings are designed for the Board to work on issue and receive information pertinent to future Board business.



## Types of Meetings

- **Board committees**

Committees established by the Board are required to be publicly noticed and the public may attend. These committees should always have less than a quorum .

**Committees have no authority to take an action except provide advice and recommendation to the Board.** The need for public access to committee meetings, such as broadcasting or providing audio coverage may not be necessary and is up to the Board and its policies.

There is no restriction on remote participation in AASB model policy.



## Agendas for a Remote Meeting



**Crafting and scripting the agenda is important**

- Determine what are the **most important items?**
- Usual reports – may not be essential
- Focus on **Boards oversight functions;** Financial reports etc.
- Try to assign a time frame to each agenda item



## Consent Agenda

- Use this meeting technique to efficiently deal with regular, ordinary, non-controversial business in one motion
- Can include:
  - Approval of minutes
  - Approval of non-controversial, small contracts or transfers that need Board approval
  - Sometimes second readings on policy, etc.



## Public Participation Opportunity

- Required for regular and special meetings
- Public participation does not necessarily mean public comment. **Consult your attorney.**
- Not required for Board work sessions or Board committee meetings



## Ways to include Public Comment

- Clearly explain how to sign up to testify
- **Encourage written comments**
- Provided kiosk somewhere for individuals to come to specific location submit testimony
- With Zoom you can have **folks call in**, being on line is not necessary
- **Executive session should have separate Zoom log in.**



## Chairperson's Role

- A servant of group and facilitator of meeting.
- **Has no more authority than any other member.**
- Must balance ego's especially their own in order to provide equity of opportunity.
- **Everyone speaks once before anyone speaks twice.**
- Remote meeting chair more conscientious that everyone has opportunity to participate equally.
  - Round Robin technique can be helpful with a remote meeting
  - If not Round Robin keep track of who speaks



## Chart Who has Spoken

Chair	Sue	Bob	Tilly	Hannah	Zoe	Dan
Motion 1						
Motion 2						
Motion 3						
Motion 4						
Motion 5						
Motion 6						





## Chairperson's Role

- Clearly **restates the motion to the group before moving to debate.**
- Monitors debate and facilitates moving to the vote. Don't be overly hasty. **Give a bit more time than if you were in person.**
- Conduct the vote **and state the result.** Repeat the motion if needed.
- Depending on the action just taken, **follow up with who or how an approved action may get implemented. Who - When - How**
- Facilitate public participation – Provide clear instructions on how the public can speak to the Board – this should be the same whether in-person or remotely
- **Watch the time,** keep things moving, take breaks if needed



## Remote Meeting Etiquette

- Always **state your name** before you speak
- Ask the chair for recognition to speak
- Pretend other Board members are in the room with you



## Remote Meeting Etiquette cont.

- **Be patient**, there are often delays due to the phone lines
- Practice using **'End of comment'**
- Be extra vigilant about inappropriate comments (open meeting law restrictions)
- **Speak clearly** and project
- Choose a quiet location to participate with very little background noise
- Learn to use your **mute button!!**



## Voting

State law says that each **member's vote must be identified.**

- Best practice for a remote meeting is **to use roll call votes**
- Chair- remember to state the motion, verify it has a 2<sup>nd</sup>,
- Once the vote is taken the chair states the result of the vote (or the clerk of the Board)
- Facilitate subsequent actions pertaining to the approved motion if necessary.



# Public Hearings

- Used most frequently with budget, policy or large, controversial issues.
- Provide Guidelines –
  - State name,
  - affiliation,
  - time limits
  - What cannot be commented on – personnel, accusations about students, etc.
- Be courteous but firm!!



# When all else Fails~

HL WHO JUST JOINED?	CAN YOU EMAIL THAT TO EVERYONE?	IS ____ ON THE CALL?	UH, YOU'RE STILL SHARING...	HEY, GUYS, I HAVE TO JUMP TO ANOTHER CALL
(SOUND OF SOMEONE TYPING, POSSIBLY WITH A HAMMER)	(LOUD, PAINFUL ECHO/ FEEDBACK)	(CHILD OR ANIMAL NOISES)	HL, CAN YOU HEAR ME?	NO, IT'S STILL LOADING.
NEXT SLIDE, PLEASE.	CAN EVERYONE GO ON MUTE?	I'M SORRY, I WAS ON MUTE	(FOR OVERTALKERS) SORRY, GO AHEAD	HELLO? HELLO?
SO (cuts out) I CAN (unintelligible) BY (cuts out) OK?	SORRY I'M LATE (INSERT LAME EXCUSE.)	I HAVE A HARD STOP AT...	I'M SORRY, YOU CUT OUT THERE.	CAN WE TAKE THIS OFFLINE?
I'LL HAVE TO GET BACK TO YOU.	CAN EVERYONE SEE MY SCREEN?	SORRY, I WAS HAVING CONNECTION ISSUES.	I THINK THERE'S A LAG.	SORRY, I DIDN'T CATCH THAT. CAN YOU REPEAT?

**CONFERENCE CALL BINGO**  
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## Questions?

### Resources:

Check the AASB Web page – we will post resources as they become available.

[www.jurassicparliament.com](http://www.jurassicparliament.com) – Ann Macfarlane

- Be sure to reach out to AASB if you should have any questions moving forward.~ Thanks, Timi and Lon
- 907-463-1660

