

**SALINE AREA SCHOOLS  
COUNTY OF WASHTENAW  
STATE OF MICHIGAN**

**RESOLUTION APPROVING “Board of Education – Electronic Meeting Procedures”**

A special meeting of the Board of Education (the “Board”) of Saline Area Schools (the “District”), County of Washtenaw, State of Michigan, was held on the 13th day of April, 2021 at 5:30 p.m. Eastern Time.

The meeting was called to order by President Steben at 6:34 pm.

**PRESENT:** Trustee Boatswain, Secretary Estep, Trustee Gerbe, Vice President McVey, Trustee Miller, President Steben, Trustee Valenti.

**ABSENT:** N/A

The following preamble and resolution were offered by Member Vice President McVey and supported by Member Trustee Valenti.

**WHEREAS**, the Michigan Open Meetings Act (the “OMA”) allows a public body to meet electronically and/or a member of the public body to participate electronically, in certain circumstances, provided the public body meets the requirements specified in the OMA, being MCL 15.263 and MCL 15.263a;

**WHEREAS**, the OMA, MCL 15.263(2)(a), requires a public body to establish:

Procedures by which the absent member[s] may participate in, and vote on, business before the public body, including, but not limited to, procedures that provide for both of the following:

- (i) Two-way communication.
- (ii) For each member of the public body attending the meeting remotely, a public announcement at the outset of the meeting by that member, to be included in the meeting minutes, that the member is in fact attending the meeting remotely. If the member is attending the meeting remotely for a purpose other than for military duty, the member's announcement must further identify specifically the member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely.

**WHEREAS**, the OMA, MCL 15.263a, includes other requirements for electronic meetings related to providing public notice of meetings held electronically, in whole or in part, and providing for public participation at electronic meetings.

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That the Board approves the attached procedures for electronic meetings, as required by the OMA, MCL 15.263(2)(a), and in accordance with the requirements for electronic meetings described in the OMA, MCL 15.263 and MCL 15.263a.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are hereby rescinded.

**AYES:** \_\_\_\_\_  
Trustee Boatswain, Secretary Estep, Trustee Gerbe, Vice President McVey,  
Trustee Miller, President Steben, Trustee Valenti.

**NAYS:**       N/A      

**Resolution declared adopted.**

  
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Susan Estep  
Secretary, Board of Education  
Saline Area Schools

The undersigned, duly qualified Secretary of the Board of Education of Saline Area Schools, Washtenaw County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board of Education at a meeting held on April 13, 2021, the original of which is part of the Board's Minutes. I further certify that notice of the meeting was given to the public pursuant to the Open Meetings Act, Act 267 of the Public Acts of Michigan, 1976, as amended.

  
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Susan Estep  
Secretary, Board of Education  
Saline Area Schools

## SALINE AREA SCHOOLS

### BOARD OF EDUCATION - ELECTRONIC MEETING PROCEDURES

#### I. DEFINITIONS

A. **Electronic or virtual meeting:** a meeting of the Board of Education that complies with the Open Meetings Act, where a member or members of the Board and/or the public are not physically present at the physical meeting location but have an opportunity to attend by video conferencing, telephonic conferencing, or a similar method that allows for two-way communication as described below.

An electronic meeting includes a meeting of the Board of Education where all members of the Board and the public are not physically present and are participating electronically.

B. **Medical condition:** an illness, injury, disability, or other health-related condition.

C. **OMA or the Act:** the Michigan Open Meetings Act, MCL 15.261 *et seq.*

D. **Two-way communication:** communication such that members of the Board of Education can hear and be heard by other members of the Board, and public participants can hear members of the Board and can be heard by members of the Board and other participants during a public comment period.

#### II. PERMISSIBLE REASONS FOR MEETING AND/OR ATTENDING ELECTRONICALLY

Pursuant to the OMA, the Board of Education may meet electronically, or an individual member of the Board may participate electronically in the circumstances specified below:

A. **April 1, 2021 to December 31, 2021:** The Board or individual Board members may attend a Board meeting and/or participate electronically in the following circumstances:

1. If an individual Board member is absent due to military duty, he or she may participate electronically.
2. If an individual Board member is absent due to a medical condition, as defined above, he or she may participate electronically.
3. If there is a statewide or local state of emergency or state of disaster declared pursuant to law or charter or local ordinance by the governor or a local official, governing body, or chief administrative officer that would risk the personal health or safety of members of the public or members of the Board, then –
  - i. A Board member who resides in the affected area may participate electronically.

- ii. All members of the Board, as well as the public, may participate electronically if the Board usually holds its meetings in the affected area.

B. **Beginning January 1, 2022:** An individual Board member may participate electronically, if he or she is absent due to military duty.

An individual Board member seeking to participate in a meeting electronically, except as provided in ¶ A(3)(ii) above, must provide the Board President with written notice of his or her electronic participation pursuant to Section IV(B), below.

### III. NOTICE REQUIREMENTS

A. Pursuant to the OMA, notice of a Board meeting that will be held electronically, in whole or in part, must be posted at least 18 hours before the meeting begins and must include the following:

1. Why the Board is meeting electronically, or a member of the Board is participating in the meeting electronically.
2. If the public may participate electronically (pursuant to Section II, Paragraph A(3)(ii) above, information regarding how such participation may occur, including the specific telephone number, internet address, and/or other information necessary to allow for the public to participate.
3. Information regarding how members of the public may contact members of the Board to provide input or ask questions on any business that will come before the Board at the meeting.
4. Information regarding how persons with disabilities may participate in the meeting.
5. These notice requirements are in addition to those otherwise required under the OMA.

B. If an agenda exists for the meeting that will be held electronically, in whole or in part, the agenda will be made available to the public at least two hours before the meeting begins. This does prohibit the subsequent amendment of the agenda at the meeting.

### IV. ELECTRONIC PARTICIPATION BY BOARD MEMBER ATTENDING REMOTELY

A. **Public Announcement:** At each meeting held electronically, in whole or in part, each Board member participating electronically shall make a public announcement that includes the following:

1. A statement that the member is attending the meeting remotely and participating electronically; and

2. Identification of the Board member's physical location, including the county, city, township, or village, and state, from which he or she is attending the meeting remotely. A member attending the meeting remotely because he or she is on military duty is not required to identify his or her location.

**B. Notice to Board President:** A Board member who will be participating in a Board meeting remotely pursuant to the OMA and one of the reasons specified in Section II(A) and/or (B) above must provide written notice to the Board President at least 24 hours before the scheduled meeting of such electronic participation and the legally permissible reason for such participation.

1. Such advance notice is necessary so the Board can ensure it complies with the notice requirements for electronic meetings discussed in Section III.
2. An individual Board member will not be required to submit a written request to participate electronically if the entire Board meeting will be held electronically because a statewide or local state of emergency or state of disaster has been declared pursuant to law or charter or local ordinance by the governor or a local official, governing body, or chief administrative officer for the area where the Board usually holds its meetings.

**C. Two-Way Communication:** Board meetings held electronically, in whole or in part, shall permit members of the Board to hear and be heard by one another, and shall permit public participants to hear members of the Board and to be heard by members of the Board and other participants during a public comment period.

**D. Voting by Roll Call:** If any member of the Board is participating in a meeting electronically, then all votes at that meeting shall be by roll call, except that the Board need not use a roll call vote to approve the agenda.

**E. Closed Session:** The Board affirms that closed session discussions shall be kept confidential in compliance with Board Bylaw 0167.2, which states as follows:

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose the content of discussions that take place during such sessions. The only exceptions will be discussions with the District's legal counsel or as directed by an order of a court with proper jurisdiction.

It is expected that Board members shall not record nor communicate by any means, electronic or otherwise, with party or parties outside such meetings regarding the substance of such meetings either during or after the course of such meetings.

**V. PUBLIC PARTICIPATION AND PUBLIC COMMENT**

**A. Registration/Identification:**

1. An individual will not be required to register or otherwise provide his or her name or other information to participate in a meeting held electronically, in whole or in part.
2. To publicly comment, meeting attendees must identify themselves and/or the group they represent and otherwise comply with the requirements of Board Bylaw 0167.3 – Public Participation at Board Meetings.

**B. Public Participation:** The Board meeting notice for an electronic meeting will provide information regarding how members of the public may provide public comment during the electronic Board meeting.

**VI. COMPLIANCE WITH OTHER LAWS AND ORDERS**

Nothing in these procedures shall be interpreted to prevent the Board from complying with a federal, state, or local law, ordinance, or order, that may require the Board to meet electronically for reasons not specified herein.