

**SOUTHEAST ARKANSAS WORKFORCE DEVELOPMENT BOARD
P. O. BOX 6806
PINE BLUFF, AR 71611**

Phone (870) 536-1971

Fax (870) 536-7718

southeastarkansas.org/services/workforce/

Remote Meeting Policy

Members of the Southeast Arkansas Workforce Development Board (SEAWDB) (“Board”) are strongly encouraged to attend quarterly Board meetings in-person; however, there may be circumstances in which remote participation is necessary. Circumstances may include, but are not limited to, a natural disaster or emergency as declared by state or national government that would prohibit the Board to convene in-person. In an effort to support members’ ability to fully engage in Board activities, the Southeast Arkansas Workforce Development Board will permit its members to participate remotely in Board meetings, when that option is available. Remote participation will be allowed so long as it complies with the Arkansas Open Meeting Law (A.C.A. § 25-19-106) under the Freedom of Information Act of 1967, Arkansas Attorney General, and other State and Federal laws and regulations, including:

- the Board adopts a remote participation policy by a majority vote;
- remote participation will be used only if physical attendance to the meeting is unreasonably difficult;
- the date and time of the meeting must be voiced in the beginning of the meeting for the purpose of the recording;
- a quorum of the Board must be present through the alternative means selected to convene the meeting;
- the agenda and supporting documentation of agenda items must be kept as part of the official documentation of the meeting;
- a voice roll call of members must be taken by the Board Chair at the start of the meeting to establish a quorum;
- agency directors utilizing proxy representation for the remote meeting must notify the Board Director and Board Chair in writing in advance of their designated proxy representative when possible;
- the remote participation technology must allow the remote participant(s) to be audible to members present, and the members present must be audible to the remote participant(s);
- all votes and abstentions taken during a remote meeting must be by roll call vote;
- the meeting must be recorded in the format in which the meeting will be convened, such as, but not limited to a sound-only recording, video recording with sound and picture, or a digital or analog broadcast capable of being recorded and kept for a minimum of one year from the date of the meeting.

Additionally, the Board is establishing the following criteria for remote participation:

- the Board Chair will determine whether remote participation will be available for any particular Board meeting; this decision will be based on the availability of technology at the meeting location, or the nature of the topics to be discussed at a meeting;

- members must notify the Board Executive Director and the Board Chair if remote participation is necessary for their participation;
- members must provide notification of remote participation at least two weeks prior to the quarterly meeting, or as soon as possible if less than two weeks;
- members are permitted to remotely participate in a quarterly Board meeting once per calendar year (exceptions will be granted by permission of the Chair);
- members will make every effort to attend Board meetings in person and use the remote participation option only when necessary.

Remote Participation is specified as the means in which a member(s) of a public body may participate in a meeting of a public body, simultaneously with or in coordination with, but not limited to, utilizing technology for said meeting in order to convene for the implementation of board activities in accordance with State and Federal law.

Approved:

SEAWDB Chairperson

Date

Amended:



SEAWDB Chairperson

Date

6-17-20