



AREA 2 | SUMMIT & MEDINA WORKFORCE AREA  
WORKFORCE DEVELOPMENT BOARD  
POLICY LETTER | MEETING POLICY & PROCEDURE

- I. **SUBJECT:** Workforce Development Board (WDB) Meeting Policy and Procedure
  - II. **PURPOSE:** This policy establishes the format in which the WDB may hold Board and Committee meetings and the procedure for setting meetings, notifying members and the public of meetings, voting, and distributing materials for meetings.
  - III. **EFFECTIVE DATE:** October 1, 2021
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**IV. MEETING FORMAT**

In accordance with Ohio Revised Code 6301.06 and the Summit Medina WDB Bylaws, the WDB may meet for board and committee meetings in-person, remotely via interactive video conference or teleconference, or a combination of the two. Board members may attend a meeting through virtual means in lieu of attending a meeting in-person. While use of video conference is preferred, teleconference, alone or in addition to video conference, is allowable. At least one Board member must be physically present at a primary meeting location if a meeting is conducted via interactive video conference.

**V. REQUIREMENTS**

***Attending a Meeting Virtually***

Not more than one Board member remotely attending a meeting virtually via video conference or teleconference is permitted to be physically present at the same remote location. A Board member may attend remotely if they are physically located more than one-tenth of one mile from the primary physical meeting location.

***Software***

Examples of interactive video conference include, but are not limited to, Microsoft Teams, Zoom, GoToMeeting, Apple FaceTime, Cisco Webex, Skype, and Google Meet. The preferred software for interactive video conferencing for the purpose of Board matters is Microsoft Teams. The video and audio connections must be clear, and attendees must be able to hear and, if applicable, see each other.

***Distribution of Materials***



All Board members will receive meeting materials available before the meeting by email. If not physically present at the meeting, materials distributed during the meeting will be sent to members via email and, if possible, displayed via screen share during video conferencing.

### ***Quorum***

Quorum is a simple majority of members present at this meeting in-person, by video conference, and by teleconference, combined.

### ***Voting***

A roll call voice vote must be recorded for each vote taken during a meeting conducted remotely.

### ***Public Nature***

Meeting locations, physical and virtual, must be published seven (7) days in advance of the meeting. If the meeting is to be held by video or audio conference, the meeting link or phone number and instructions for accessing the meeting must be publicly available.

## **VI. PROCEDURE**

### ***Notice of Meetings***

Meeting times and locations, physical and virtual, must be published seven (7) days in advance of the meeting. Board staff will send Board members notice of meetings at least seven (7) days in advance of the meeting via email. If the meeting is to be held by video or audio conference, the meeting link or phone number and instructions for accessing the meeting will be publicly available on the Board website.

### ***Meeting Materials***

Meeting materials available prior to the meeting will be distributed to Board members via email. Other materials presented during the meeting not available ahead of time will be sent to Board members via email and, if applicable, displayed via screen share during video conferencing. Agendas and minutes for each meeting will be made publicly available on the Board website.

### ***Voting***

A roll call voice vote must be recorded for each vote taken during a meeting conducted remotely. Board staff will conduct a roll call in alphabetical order to record the vote of each individual Board member.

### ***Other Requirements***

Board members remotely attending a meeting by teleconference must identify themselves verbally prior to the start of the meeting and any time they verbally provide a question or comment during the meeting. Additionally, after a meeting, Board members must email Board staff to verify they attended the meeting remotely by teleconference and announced themselves on the call.