Mountain Sunrise Academy
Electronic Meetings Policy
Adopted: 9/15/26

PURPOSE
The purpose of this policy is to establish the means and procedures by which the Charter Council of Mountain Sunrise Academy (the "Board") may convene and conduct electronic meetings in accordance with the Utah Open and Public Meetings Act, Utah Code Title 52, Chapter 4 (the "Act"), including Utah Code § 52-4-207. The Act requires a public body to adopt a policy governing electronic meetings before it may hold one, and this policy is intended to satisfy that requirement.

POLICY
1. Definitions
The Board adopts for application in this policy the definitions in the Act at Utah Code § 52-4-103. In particular:

a. **"Electronic meeting"** means a meeting of the Board that some or all Board members attend through an electronic video, audio, or both video and audio connection, as provided in the Act at § 52-4-207.

b. **"Anchor location"** means the physical location where the Board normally conducts its meetings, or another location that is reasonably as accessible to the public.

c. **"Remote member"** means a Board member who attends a meeting through an electronic connection rather than in person at the anchor location.

2. Authority to Hold Electronic Meetings

The Board may, from time to time as needed, convene and conduct electronic meetings. Any regular, special, or emergency meeting of the Board, including any closed portion of a meeting held in accordance with the Act, may be conducted as an electronic meeting subject to this policy.

This policy governs electronic meetings conducted under Utah Code § 52-4-207. The Board does not conduct meetings under the alternative charter school procedures in Utah Code § 52-4-209 unless and until the Board amends this policy to provide for them.

3. Anchor Location

The Board will establish one or more anchor locations for every electronic meeting, unless both of the following circumstances exist:

a. All Board members attend the electronic meeting remotely through an electronic video, audio, or both video and audio connection; and

b. The Board has not received a written request, at least 12 hours before the scheduled meeting time, to provide an anchor location for members of the public to attend in person the open portions of the electronic meeting.

Written requests for an anchor location may be submitted to the Board Secretary or the school's front office by email or in writing. Each public notice of an electronic meeting for which no anchor location is planned will state how such a request may be made.

For an electronic meeting where the Board provides an anchor location, the following apply:

a. The anchor location will be the Mountain Sunrise Academy campus, where the Board normally meets, or another location that is reasonably as accessible to the public as the school campus.

b. The Board will provide space and facilities at the anchor location so that interested persons and the public may attend and monitor the open portions of the electronic meeting.

c. If public comment will be accepted during the electronic meeting, the Board will provide space and facilities at the anchor location so that interested persons and the public may attend, monitor, and participate in the open portions of the meeting.

The Board may also hold an electronic meeting without an anchor location, following the notice and other requirements of the Act at § 52-4-207(5) and (6), if the Chair determines that conducting the meeting with an anchor location presents a substantial risk to the health or safety of those who would be present, or if the location where the Board would normally meet has been ordered closed to the public for health or safety reasons. A determination under this paragraph expires 30 days after the day on which the Chair makes it.

4. Quorum and Participation of Remote Members

A Board member who attends an electronic meeting remotely is considered present for purposes of determining the presence of a quorum, and may participate and vote, so long as the member is able to both hear and verbally participate in the meeting through the electronic connection for the duration of the item under consideration. A quorum is not required to be physically present at the anchor location.

A remote member whose connection is lost is not counted as present while disconnected. If the loss of a connection causes the Board to lose its quorum, the Board will pause the meeting until quorum is restored and, if quorum cannot be restored within a reasonable time, will adjourn or continue the remaining items to a later meeting.

Remote members are responsible for attending from a location and with equipment that allow them to hear and be heard clearly. During any closed portion of an electronic meeting, each remote member must attend from a private location where no unauthorized person can hear or observe the proceedings.

5. Voting

The Board shall take all votes by roll call during an electronic meeting, with the exception of a unanimous vote, which may be taken by voice or show of hands so long as the presiding officer confirms that every member present, including each remote member, has voted. The Board Secretary will record each member's vote in the minutes.

A member may not vote or otherwise act by proxy at an electronic meeting or any other meeting of the Board.

6. Notice

Prior to conducting an electronic meeting, the Board shall provide advance notice of the meeting in accordance with the Act at § 52-4-202, including posting on the Utah Public Notice Website and the school's website.

Notice shall be provided to all Board members, as well as to members of the public, in accordance with the provisions of the Act. At least 24 hours before an electronic meeting is scheduled to begin, each Board member shall be provided a description of how to connect to the meeting.

Each notice shall describe the means of communication by which members will be connected to the electronic meeting and, if applicable, the anchor location. When the Board provides a means for the public to observe or participate remotely, the notice will include the information needed to do so.

7. Public Participation and Technical Difficulties

The Board may provide means, such as a video conferencing link, by which members of the public may observe and, at the discretion of the presiding officer, participate remotely in the open portions of an electronic meeting. Remote public participation is offered as a courtesy in addition to the anchor location and is subject to the same time limits and rules of decorum that apply to in-person public comment.

If technical difficulties interrupt the public's ability to observe the meeting remotely but the anchor location remains open and accessible, the meeting may continue. If an electronic meeting is being held without an anchor location and the public's means of observing the meeting fails, the Board will pause the meeting until access is restored and, if access cannot be restored within a reasonable time, will adjourn or continue the remaining items to a later meeting.

8. Recording and Minutes

An electronic meeting shall be recorded and minutes kept in the same manner as any other meeting of the Board, in accordance with the Act at § 52-4-203. The minutes shall note that the meeting was held electronically, identify which members attended remotely, and identify the anchor location, if any.