

West Central Arkansas Workforce Development Board
Larry Carr, Chairman
P O Box 6409, Hot Springs, AR 71902

REMOTE MEETING POLICY

Purpose

To provide policy on Remote meetings for the West Central Arkansas Workforce Development Board.

References

A.C.A. § 25-19-106

Policy

Members of the West Central Arkansas Workforce Development Board (WCAWDB) ("Board") are strongly encouraged to attend 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 West Central 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 staff and then turns the meeting over to Board Chair to establish a quorum;
- roll call vote will substitute as the sign-in sheet.
- 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,

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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.
- The West Central Arkansas Workforce Development Board (WCAWDB) will follow the guidance of the Governor to mitigate the spread of COVID -19 by convening meetings through electronic methods to ensure the well-being of board members and guests until further directed.

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.

Any discrepancies arising between WCAWDB policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. WCAWDB policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will WCAWDB policy and or procedures not meet minimum federal and state policy.

Larry Carr
Larry Carr, Chair

2-11-21
Date

Approved on: FEB. 11, 2021

WDB is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability.