

**ATHENS-HOCKING-VINTON 317 BOARD**  
**GOVERNANCE: VIRTUAL MEETING POLICY**

Policy G-2

**Current**

Revised Date: DRAFT 04-24-2025

Board Approved:

Effective Date:

Forms:

**Supersedes**

Number: N/A

Effective Date: N/A

Citation: ORC 121.221

**PURPOSE.**

The 317 Board affirms the value of in-person attendance at governing board meetings as the ideal way for board members to interact and conduct business. This policy addresses the requirements for conducting 317 Board meetings when members participate “virtually” because circumstances prevent them from being present in-person.

**Commented [DP1]:** Affirm the preference for in-person attendance

**POLICY.**

Members of the Athens-Hocking-Vinton Alcohol, Drug Addiction and Mental Health Services Board (“Board”) may hold, conduct and attend meetings “virtually” consistent with this Policy. More specifically, members may hold, conduct and/or attend meetings by means of video conference, or any other similar electronic technology, provided the virtual meeting complies with this Policy.

**NOTICE.**

Prior to holding any meeting virtually, the Board shall provide notice of the meeting to the public, media and/or any party requesting notification at least seventy-two (72) hours in advance of the time, location, agenda, and the manner by which the meeting will be conducted, except in the case of an emergency as determined by the Board and as set forth herein.

In the event of an emergency as determined by Board, it shall immediately notify the public, media and/or any other party requesting notification of the time, place, and purpose of the emergency meeting.

Notice of any meeting is to be provided by reasonable methods that would permit any party to reasonably determine the time, location, agenda, and manner of the meeting .

**PUBLIC ACCESS.**

The Board shall provide public access to any virtual meeting in the same manner as the public would otherwise be entitled if the meeting were to occur in person. Such access must be commensurate with the method in which the meeting is being held.

**Commented [DP2]:** We use Zoom

Members of the public shall be provided access to the meeting in the same manner in which the meeting is being conducted, including but not limited to the following: livestreaming via the internet, television, cable, public access channel, or by means of any other technology.

If the meeting is to occur virtually, the Board shall maintain sufficient connection to allow members to be seen and heard clearly at all times. Board members attending meetings virtually must be visible at all times.

**Commented [DP3]:** We will need to pay attention to this to make sure people have sufficient broadband coverage to be seen and heard.

When meetings are conducted virtually, the Board will ensure that there is an established method to permit public comment, when/if applicable. Any such method established by the Board shall involve the use of electronic equipment that is widely available to the general public. The Board prohibits access to virtual meetings by unauthorized artificial intelligence (“AI”) programs, entities, and bots.

**Commented [DP4]:** I recommend that we do not allow AI programs to attend our meetings.

#### **MEMBER ATTENDANCE.**

If attending a meeting virtually, members of the Board shall be considered present, and in-person for purposes of determining quorum and voting on any action, so long as notice was provided consistent with this Policy. If a member of the Board is to participate in a meeting virtually, they must notify the Board’s Chairperson or the Board’s Executive Director, acting as the Chairperson’s authorized designee, at least forty-eight (48) hours before the meeting of their desire to attend virtually, barring an emergency as determined by the Board and as defined by this Policy.

**Commented [DP5]:** This will be done through the email that Beth sends out.

Members attending virtually shall be permitted to vote and be counted as present for purposes of determining whether a quorum exists.

#### **VOTING.**

Roll call is to be taken during any vote conducted virtually, or for any vote occurring with some members participating virtually, unless there is an unobjected motion for unanimous consent. Any resolution, rule, or other formal action taken during a virtual meeting will have the same effect as if it occurred during an open, in-person meeting of the Board.

**Commented [DP6]:** Roll call vote for all votes when people attend virtually. We may want to use a consent agenda for items where there is normally agreement—agenda and minutes.

#### **EXCLUSIONS TO VIRTUAL MEETING OR HEARING**

Meetings of Board may not be conducted virtually, nor may any board member attend virtually, if any of the following conditions occur:

**Commented [DP7]:** Important to understand exclusions and definitions.

- The meeting or hearing involves a possible vote to approve a major, non-routine expenditure as defined by this Policy.
- The meeting or hearing involves a vote to approve a significant hiring decision as defined by this Policy.
- The meeting or hearing involves a purpose to propose, approve, or vote on a tax issue or tax increase.
- At least forty-eight (48) hours prior to the meeting, two (2) or more members of the Board notify the Board Chair that an item on the agenda must be acted upon at meeting conducted fully in person. The Board Chair shall confirm receipt of the request. If such notice is provided to the Board Chair, all members shall be notified and the meeting or hearing shall be conducted in-person.

## **DEFINITIONS**

As used in this Policy:

- “Emergency” shall be an event as determined by the Board, through communications primarily between the Board Chair and the Board’s Executive Director, requiring immediate action whereby 72-hours’ notice, or other timely notice, may not be able to be practically provided.
- “Major nonroutine expenditure” means any non-contractual funding expenditure not routinely approved by the Board, not delegated to the Executive Director to execute via the Board’s policies, and exceeding \$100,000.
- “Meeting” and “public body” have the same definition as in R.C. § 121.22.
- “Significant hiring decision” means the consideration of an employment contract and/or renewal employment contract, or amendment thereto, for the Board’s Executive Director.

**Commented [DP8]:** This is the definition offered by an attorney who worked up this draft policy. It is a very liberal definition of emergency, but allows for the flexibility that may be needed.

**Commented [DP9]:** This is the definition offered by an attorney who worked up the draft policy. Is this agreeable?

**Commented [DP10]:** Our Board has not used an employment contract for the executive director. Our definition could be “Significant hiring decision” means the hiring, dismissal, compensation or other personnel action for the Board’s Executive Director. This would mean that the annual ED evaluation discussion would always be a meeting that would not include a virtual option. You could also limit this to hiring, firing or discipline?