



# Newtown Township Policy

## Title: Township Use of Telecommunications for Board Meetings

<b>Policy:</b> 2015-07	<b>Replaces:</b> NEW	<b>Issue Date:</b> 8/10/2015
<b>Section:</b> LEGISLATIVE	<b>Distribution:</b> BOS, PUBLIC, STAFF	<b>Effective Date:</b> 8/10/2015
<b>Chapter:</b> TBD	<b>Issued By:</b> Board of Supervisor	<b>Review Date:</b> 8/2016

### Purpose:

The purpose of this policy is to give the Board of Supervisors a guideline for using telecommunications devices allowing Board members to participate during Board of Supervisors Meetings

### Definitions:

Telecommunication device – phone, smart-phone, tablet computer, or other similar device with audio capacity

Meeting participants: board members participating in the meeting, the public in attendance, and other participants in the meeting.

Communication requirements – for the member participating by telecommunications device to be able to hear and be heard by the meeting participants

Majority of the Board – Three (3) members

### Policy:

Newtown Board of Supervisors will allow members unable to be present during an advertised public meeting to participate via a telecommunication device, if and only if the following requirements are met.

- 1) A majority of the Board in Office must be physically present at the convening or reconvening of the meeting. If a member of the Board becomes disqualified from voting as a matter of law, but is still present physically, the Board member participating by telecommunication device will be counted to maintain the quorum.
- 2) The telecommunication devices being used for the purpose of the meeting must allow the meeting participants to meet the communications requirements.

- 3) The physical absence of the Board member must be for one or more of the following reasons,
  - a. Illness or disability of the board member
  - b. Care for the ill or newborn immediate family member of the Board Member,
  - c. An emergency
  - d. Family or business travel;
  - e. Other reasons as approved by the board.

**Procedures:**

To the extent practicable, by no later than noon of the day of the meeting the Board member wishing to communicate by telecommunications must notify the Newtown Township offices to allow time for the staff to set up the required equipment and test it to make sure it meets the minimum requirements of the policy.

The Board member will inform the Chair or Designated Chair so they will be prepared

At the beginning of the meeting after the prior to the roll call the Chair or Designated Chair will test the telecommunication device publicly to establish that the communications requirements are met.

**Responsibilities:**

Board Members – Notify Chair or Designated Chair and Staff so equipment can be set-up.

Public Works Director – Set-up the required phone equipment to and do an initial test of volumes.

Chair or Designated Chair – At the beginning of the meeting acknowledge there in a Board member who is attending via telecommunication link and demonstrate that the communication requirements have been met.