

**Policy BEDC: Quorum**

A simple majority of the Board shall constitute a quorum for the transaction of business.

**Participating Electronically from a Remote Location**

When it is not reasonably practical for a member to attend in person, the member may attend via telephone, skype, or other electronic means. RSA 91-A:2, III.

The following is required:

1. The reason it is not reasonably practical for the member to attend in person must be included in the minutes of the meeting.
2. The member participating electronically must identify anyone present at the location the member is participating from and must state why their in-person attendance is not reasonably practical. This explanation shall be stated in the minutes of the meeting.
3. All votes taken during the meeting must be by taken by roll call vote.
4. The public attending the meeting, and all members must be able to simultaneously hear or see communication between the member participating remotely and those participating in person. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern the meeting discussion contemporaneously at the meeting location specified in the meeting notice.
5. Except for an emergency meeting, if a member is allowed to participate electronically from a remote location, there must be a quorum of the school board physically present at the location specified in the meeting notice. Except in an emergency, the members participating electronically from a remote location will not count towards satisfying the quorum requirement. An emergency occurs when immediate action is imperative, and the physical presence of a quorum is not reasonably practical within the period of time requiring the action. The determination that an emergency exists shall be made by the Board chair or presiding officer.
6. When, in an emergency, the quorum requirement is satisfied in part by one or more members participating electronically from a remote location, the facts requiring immediate action before a physical quorum can be gathered shall be included in the minutes of the meeting.

**✓ Payments, Checks, and Manifests (lack of a quorum or urgent circumstances)**

The Surry School Board has an obligation to pay its bills in a timely manner to facilitate the operation of the school district and provide services to resident students. School Board policy DK states that “all payments of district funds must be authorized by a majority of the School Board or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.” Therefore, the Surry School Board designates and empowers the Chair and Vice-Chair to approve manifests and authorize payments under the following circumstances. The School Board Secretary shall be the alternate if the Chair or Vice-Chair is unavailable.

1. Lack of a quorum. The designated school board members shall be empowered to approve manifests and authorize payments in the case of the lack of a quorum at a scheduled school board meeting.
2. Urgent circumstances. When it is necessary to approve a manifest outside of a Board meeting, the Superintendent or his/her designee shall notify the designated Board members. Copies of the manifests may be sent to the designated Board members via electronic mail. The designated Board members shall approve the manifests within forty-eight (48) hours of receipt. Approval may be done in person or via electronical mail. The School Board will review such payments at the next regularly scheduled meeting.

Legal Reference: RSA 91-A2, Meetings Open to the Public

Policy Reference: DK: Payments, Checks, and Manifests

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