

**REMOTE MEETINGS**

When authorized by and in accordance with the provisions of state law, the Board of Directors (Board) may hold its meetings remotely by conference call, video conference or other technology. Any technology used must be such as to ensure that all those in attendance at the meeting, at whatever location, and the public at large, are able to hear and identify adequately all meeting participants, including their individual remarks and votes.

The required notice and agenda for remote meetings must be posted on the LEARN website and must include information about how the meeting will be conducted and how the public can access the meeting. Any materials relating to agenda items must be submitted to the Board a minimum of twenty-four (24) hours prior to the remote meeting and must be posted on the LEARN website.

Members of the public will be able to view or listen to each remote meeting in real time, by telephone, video, or other technology. Any documents submitted by members of the public for consideration by the Board must be submitted, to the extent feasible, a minimum of twenty-four (24) hours prior to the remote meeting and must be posted on the LEARN website.

All remote meetings must be recorded or transcribed. Before speaking, and each time they speak, all speakers at the meeting must clearly state their name and, if applicable, their title. The recording or transcript of a remote meeting must be posted on the LEARN website within seven (7) days of the meeting, and must be made available within a reasonable time at LEARN offices.

Legal References: Connecticut General Statutes 1-200 et seq., Freedom of Information Act  
Executive Order No. 7B, Protection of Public Health and Safety During  
Covid-19 Pandemic and Response – Further Suspension or Modification  
of Statutes, March 14, 2020.

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Adopted: November 12, 2020