

PUBLIC COMMENT DURING BOARD MEETINGS

PURPOSE

The Board permits and encourages public input and feedback through formal public comment during its board meetings as provided in Louisiana Open Meetings Law and this policy. Given that University View Academy is an online school with students from across the State of Louisiana, the purpose of this policy is to define the procedure for the public to comment both in person and through email.

POLICY

The Board shall ensure that the meeting is broadcast for viewing statewide through a link on the School's website: www.universityview.academy. The Board shall allow in-person public comment specific to each item on the agenda, as well as, email public comment for those not in person. The meeting agenda shall be posted to the School website at least 24 hours prior to the start of the meeting.

The comment period for each individual attending the meeting in person shall be of a length defined by the Board. Comments shall be taken on each agenda item upon which the Board will take action prior to Board discussion and vote. Public comment from those not in attendance shall be taken by means of electronic mail through an address designated for this purpose on the School's website.

Each individual desiring to comment in person should provide his full name prior to beginning the comment. Each person shall be allowed to speak once on each agenda item. All electronic comments shall be submitted via the designated link on the School's website: www.universityview.academy and should include the full name of the submitter and the name of the agenda item on which the person is commenting. All comments shall automatically be forwarded to all Board members once submitted.

Persons who comment are asked to be respectful of the Board and members of the public when speaking. Speakers should address the Board and state their comments. Board members are not required to respond to public comments.

The Board shall encourage proper decorum in all Board meetings.

PROCEDURE

1. At least 24 hours prior to the scheduled Board Meeting, the Board Liaison shall ensure that there is a clearly marked link on the School's website through which the public can view the Board Meeting.
2. At least 24 hours prior to the scheduled Board Meeting, the Board Liaison shall post the Board Meeting Agenda on the School's website.
3. At the time of posting the agenda, the Board Liaison shall ensure that there is a clearly designated email link on the school website through which public comment may be submitted directly to the Board.
4. Any individual who desires to make a public comment on an item or items on the agenda, but are unable to attend the meeting in person, shall submit their comment through the email link on the School website. The comment should include the individual's full name and the name of the agenda item on which he/she is commenting.
5. Any individual who desires to make an in-person public comment on an item on the agenda should be prepared to speak for no more than 3 minutes when the Board President calls for public comment on that specific agenda item. Prior to beginning the comment, the individual should state his/her full name.
6. The name of all persons submitting public comments shall be recorded in the minutes of the meeting.

Virtual Meeting Policy

PURPOSE

The Board permits and encourages participation from members of the public and board members, both publicly and by electronic means. The purpose of this section is to provide guidance for what is required to host virtual board meetings and the allowance of voting by members of the Board by electronic means. For the purpose of this section, and as defined by Louisiana 's *Meeting of Boards and Commissions via Electronic Means*, Act No. 393 (2023) the term "electronic means" shall mean a meeting occurring via teleconference or video conference.

ELECTRONIC MEETING POLICY

The notice and agenda for the meeting, which shall be posted on the website of the organization or Advisory Board and widely distributed to every known news media outlet that broadcast or publishes news within the geographic area within the jurisdiction of the the organization or Advisory Board.

A physical anchor location for the meeting shall be established from which the meeting shall originate and at which the presiding officer of the meeting shall be present and conduct the meeting. Any member of the organization, Advisory Board, or the public may participate in-person at the anchor location ("anchor location" shall mean the public location at which the public body normally holds in-person meetings).

The meetings shall be recorded and made available to the public in an online archive location on the organization's website.

If a problem occurs that causes the meeting to no longer be visible or audible to the public, the meeting shall be recessed until the problem is resolved. If the problem is not resolved in two hours or less, the meeting shall be adjourned.

All meeting materials available to members of the public in attendance at the anchor location shall be made available online in real time as they are introduced.

Lastly, the number of meetings held via electronic means authorized by this Section shall be limited to one-third of the annual meetings held by the organizations Advisory Board.

VOTING VIA ELECTRONIC MEANS

Pursuant to Louisiana 's *Meeting of Boards and Commissions via Electronic Means*, Act No. 393 (2023), voting by board members via electronic means shall be permitted and governed by the following stipulations:

All votes taken in the electronic meetings shall be by roll call.

A meeting held pursuant to this Section shall not require a quorum to be present at the anchor location of the meeting. All members of general body or advisory council participating at the anchor location or electronically shall be counted for the purpose of establishing a quorum and authorized to vote.