

Virtual Board Meetings Checklist

School Name: _____

The [Colorado Open Meetings Law](#) (“COML”) permits school boards to conduct meetings entirely remotely through electronic means. Virtual meetings conducted by school boards should be compliant with [state law](#) and in alignment with [best practices](#). This checklist should be used by school boards to identify successes in virtual meetings and pinpoint gaps and opportunities for improvement. If a school board does not yet have an identified practice, it should take the appropriate steps to do so. CSI has provided additional guidance on this topic in [FAQ: Public Meetings & Public Notice Issues In Light of the COVID-19 Pandemic](#).

INDICATOR	YES	NO
BOARD BYLAWS AND OPERATING PROCEDURES		
1) Our board bylaws/operating procedures explicitly permit virtual meetings and provide that members participating electronically count towards the quorum.		
2) Our board has established procedures for virtual meetings that clearly describe the methods by which board members and members of the public may attend and participate.		
3) Our board has established procedures for setting up electronic-only access for an executive session in conjunction with a meeting of the public body.		
4) Our board has established procedures for convening emergency meetings, making emergency decisions and passing emergency resolutions in remote formats.		
5) Our board members have established group “norms” for conducting virtual meetings (e.g. encouraging the use of video, muting oneself unless presenting or talking, screen-sharing practices).		
PUBLIC ACCESS		
6) Our board has selected and is using a virtual meeting tool (e.g. video conferencing application or teleconferencing line) for all remote meetings.		
7) Our board continues to adhere to all notice requirements under COML. For virtual board meetings, the notices and agenda are posted at least 24 hours in advance and include the telephone number or weblink and any access code(s) required for participation.		
8) Our board has the technology (video application or teleconferencing) in place to ensure that members of the public can hear the comments made by all participating board members.		
9) Our board has the technology in place to ensure that all participants have real-time access to any materials that are presented during a board meeting.		
10) Contact information (email and/or phone) for our school board and/or school board members can be found easily on our school website.		
PUBLIC COMMENT		
11) Our board bylaws or operating procedures establish rules for public comment that are applicable in virtual or audio meeting formats. (e.g. Opportunities for public comment are consistent regardless of the meeting setting.)		
BOARD MEETING MINUTES		
12) Our board keeps detailed minutes of board meetings, as required by COML. Minutes are made available to the public on the school website within a reasonable amount of time.		