

Prince George's County Public Schools  
Board of Education  
Upper Marlboro, Maryland

8104  
Policy No.

BOARD OF EDUCATION POLICY

**INTERNAL BOARD POLICIES**

Participation in Meetings Virtually

**I. POLICY STATEMENT**

Although the Prince George's County Board of Education (Board) encourages all members to participate in-person at all meetings, the Board recognizes that unforeseen circumstances may occur that prevent Board members from doing so.

**II. PURPOSE**

- A. The purposes of this policy are to set forth the procedures that will permit a Board member to utilize virtual methods for participating in Executive Session meetings, Business meetings and Work Sessions of the Board, subject to all of the requirements of State law and this policy.
- B. This policy is established to provide a clear and consistent framework for the virtual participation of Board members and other authorized individuals in official meetings. The intent is to ensure the continuity of Board operations and to facilitate public engagement while allowing for flexibility in unforeseen circumstances, consistent with all applicable laws and regulations.

**III. DEFINITIONS**

- A. *Committee meetings* – A standing committee is one which consists of Board members assembled for an on-going purpose to facilitate Board decisions. It is advisory in nature.
- B. *Business meetings* – *Business meetings* are concerned with the discharge of the Board's responsibilities and include, but are not limited to, discussions of policy, district business, planning, educational program, and matters of community concern. A work session is considered a regular Board *business meeting*.
- C. *Executive Session* – An *Executive Session* is a meeting of Board members in private. Maryland law restricts the topics which may be discussed in *Executive Session* and provides a procedure by which the Board must document and vote to proceed into *Executive Session*. Minutes of an *Executive Session* must be taken by personnel designated by the Chair and are confidential.

- D. *Unforeseen circumstance* – An unexpected and unanticipated events that are often outside of a person’s control and can alter plans or commitments.
- E. *Work Session* – A *Work Session* is a regularly scheduled Board meeting in which the Board reviews key information about the implementation of the Strategic Plan.

#### IV. **STANDARDS**

- A. In the event that one or more members of the Board participate in a meeting without being physically present, the following conditions must exist:
  - 1. The meeting may not be chaired by a person not physically present at the meeting; if the Chair is participating virtually, the Vice Chair shall chair the meeting. If the Vice Chair is also participating virtually and there is a quorum, then the Board will vote on which Board member will chair the meeting.
  - 2. The virtual means utilized must permit each person participating in the meeting to hear and be heard by all other participants in the meeting, and any members of the public who are observing the meeting.
  - 3. All provisions of the Maryland Open Meetings Act must be followed and adhered to.
  - 4. Any Board member participating virtually may cast a vote on the issue being debated. In the event that the virtual means utilized becomes a distraction to the meeting or if the member is unable to hear or communicate through the virtual means at any time, the Board or Chair, may, at his or her discretion, terminate the use of such virtual means and end the participation by the Board member who is not physically present. Should the termination of the Board member’s participation result in the lack of a quorum, then the Board will not take action on any items for the remainder of the Board meeting.
  - 5. The minutes for the meeting shall reflect the name of any Board member who participated in the meeting virtually.
  - 6. Board members may participate virtually in Executive Session meetings, Business meetings and Work Sessions due to unforeseen circumstances no more than four (4) times in total during a fiscal year. Board Office staff shall use proper virtual methods in order to ensure confidentiality of the remote connection. Board members participating virtually will count towards the establishment of a quorum.

#### V. **IMPLEMENTATION RESPONSIBILITIES**

If a Board member is unable to physically attend a meeting due to unforeseen circumstances and wishes to participate by virtual means, such as telephone with a speakerphone connection, or similar means that would allow remote participation, that Board member must make a request to the Board Chair to participate remotely at least three

(3) business days prior to the time the meeting is scheduled, so that the necessary arrangements can be made for such participation.

**VI. REFERENCES**

A. Legal

MD. CODE ANN., GP §§ 3-101, *et seq.*

B. Other Policies and Administrative Procedures

Board Policy 0108 – Code of Conduct

C. Relevant Data Sources

D. Other

**VII. HISTORY**

Policy Adopted  
1/8/09

Policy Amended  
3/21/17

Policy Amended  
12/18/25