



TELEPHONIC MEETING POLICY AND PROCEDURE

BOARD OF DIRECTORS POLICY AND PROCEDURE No. BOD 045

1. POLICY

The Connecticut Resources Recovery Authority (CRRA) is governed by a Board of Directors comprised of volunteers from across the state in accordance with Sec. 22a-261(c) of the *Connecticut General Statutes*. Directors and ad hoc members serve CRRA on their own time, without compensation, frequently in addition to their own full-time employment. Because CRRA is a dynamic organization, it is sometimes necessary and in the best interests of CRRA and its ratepayers for the Board of Directors to be able to act on important issues in a timely fashion. Therefore, from time to time it may be necessary for Directors and ad hoc members to participate in and vote at special meetings using telephone equipment.

Because CRRA is an open and transparent organization, it is important that CRRA strictly adhere to all applicable open-meeting laws and regulations, especially those spelled out in the Freedom of Information Act (FOIA) and related case law. Further, as with all CRRA meetings, those conducted by telephone shall be open to the public and members of the public shall be able to address the Board in a public-comment period.

Because the FOIA does allow the use of telephone equipment for meetings and because CRRA recognizes the importance of giving the public access to CRRA proceedings, this policy and procedure will ensure that important business can be conducted in an open, transparent and timely manner.

2. TELEPHONE MEETING PROCEDURES

Directors and ad hoc members shall be able to participate in and vote at special meetings by telephone. Such special meetings shall be called only under the following circumstances:

- When an item of business arises that must be acted upon before the next regular meeting.

- When a poll of the Directors has indicated that it is unlikely that a quorum will be available to attend the meeting in person.

As with all CRRA meetings, these special meetings shall

- Be noticed with the Secretary of the State in accordance with the state Freedom of Information Act, such notice to include the statement that the meeting will be open to the public;
- Have meeting notices, agendas and minutes posted on the CRRA Web site in accordance with the Freedom of Information Act and related case law;
- Be held in a room open and accessible to members of the public, using teleconferencing equipment that enables everyone in the room to hear and, as appropriate, participate in discussion;
- Include time reserved for public comment with regard to agenda items; and
- Have appropriate staff and any Directors and ad hoc members who wish to be present in the room.

The State Freedom of Information Act requires that special meetings be limited to items listed on the agenda distributed prior to the meeting. It shall be CRRA's practice to limit special meetings to a minimum number of agenda items. Generally, such special meetings will address matters introduced and discussed at one or more prior regular meetings.

Exceptions to these procedures must be approved by the President and the Chairman or Vice Chairman of the Board.

Directors and ad hoc members shall be able to participate in and vote at regular meetings by telephone only if a quorum as prescribed by Section 22a-261(g) of the *Connecticut General Statutes* is present in the meeting room. Any vote involving directors voting by telephone shall be conducted and recorded by roll call.

Meetings of Committees of the Board may be held telephonically provided that such meetings are noticed and conducted in full accord with the State Freedom of Information Act.

ORIGINAL

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Approved by: Board of Directors

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