



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 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 meetings by telephone, pursuant to the following conditions.

Section 22a-261(g) of the *Connecticut General Statutes* defines a quorum necessary for the transaction of CRRA business as six Directors, two of whom are from municipal government, and does not address the matter of telephonic participation in board meetings.

At regular meetings held at times when the CRRA board comprises eleven duly appointed and qualified Directors, it shall be CRRA policy that Directors and Ad Hoc Members shall be able to participate in and vote at regular meetings by telephone only if a quorum as defined above is present in the meeting room, *provided that*, for quorum purposes, any director participating via videoconferencing technology shall be considered “present in the meeting room” so long as such director is visible to those in attendance at the primary meeting site. In the event that eight of the Directors are available (whether in person or by telephone) to participate in and vote at a regular meeting, the Chairman, or in his absence, the Vice Chairman, shall have the authority to override the foregoing requirement and proceed with the meeting even though a quorum is not present in the meeting room. At regular meetings held during periods in which, due to resignations or term expirations, the CRRA board has less than its full complement of eleven duly appointed and qualifying Directors, Board members may participate in the meeting by telephone whether or not a quorum is present in the meeting room, provided that their participation is by teleconferencing equipment that enables everyone in the room to hear and, as appropriate, participate in discussion. Any vote involving Directors or Ad Hoc Members voting by telephone shall be conducted and recorded by roll call.

As always, all CRRA 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.

Special Board meetings and 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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