



## GIS BOARD REMOTE MEETING ATTENDANCE POLICY

The Geographic Information Systems Board acknowledges that in-person meetings are strongly preferred and that a quorum of the board should be physically present for a public meeting when reasonably possible. However, the board also acknowledges circumstances may arise that make it necessary to have some or all of its board members participate in public meetings remotely. For the purposes of this policy, “remotely” means through electronic means, including without limitation by telephone, video conference or video broadcast.<sup>1</sup>

- I. Authorized circumstances for conducting a public meeting remotely
  - a. When the Governor declares a disaster emergency under the Arkansas Emergency Services Act<sup>2</sup>; or
  - b. When a board member is unable to attend in person due to:
    - i. Illness;
    - ii. Out of town travel;
    - iii. Military services;
    - iv. Childcare requirements; or
    - v. Scheduling conflicts.
- II. Requirements for remote attendance of a board member
  - a. For a board member who attends a public meeting remotely to be counted for a quorum or to vote:
    - i. the board member’s identity must be verified by the board;
    - ii. other board members and members of the public, whether physically present at the public meeting or attending the public meeting remotely, shall at all times:
      1. hear the board member attending remotely;
      2. observe or otherwise understand a vote of a member of the governing body attending remotely; and

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<sup>1</sup> Act 505 of 2025; Ark. Code Ann. § 25-19-103(16)

<sup>2</sup> Act 505 of 2025; Ark. Code Ann. § 25-19-106(e)(5)

3. know the identity of the member of the board member attending remotely when that member is speaking or voting; and
      - iii. the board member must be able to hear the other board members and any public comment.
    - b. A board member who attends a public meeting remotely shall not receive mileage or per diem for attending a public meeting
- III. Allowing members of the public to attend a public meeting remotely
  - a. If one or more board members attend a public meeting remotely, an Arkansas resident shall be able to remotely attend the public meeting, by the same means that the board members are allowed to attend. Notice of the method the public may attend the public meeting shall be published with the notice of the public meeting.
- IV. Recording of a public meeting conducted remotely
  - a. If a board member attends a public meeting remotely, the public meeting shall be recorded in the format in which it is conducted. The recording shall be maintained by the Board for a minimum of one year in a format that may be reproduced upon a Freedom of Information Act request.



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Scott Alsbrook, Board Chair

8/11/2025

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Date Adopted