

# FLORIDA INLAND NAVIGATION DISTRICT



To: Board of Commissioners, Interested Parties  
From: Mark Crosley, Executive Director *MC*  
Date: September 4, 2015  
Subject: Proposed Remote Board Meeting Attendance Criteria

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## COMMISSIONERS

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Staff has been working with Commissioner Blow and our attorney to develop potential criteria for implementing a remote Board meeting attendance policy. While remote attendance of our meeting appears to be legal, the Board is still REQUIRED to have a majority of members in actual physical attendance to authorize a quorum. In addition, since our organization is small and only meets in each of our member counties once a year, staff believes it is highly beneficial to have the Commissioners attend our Community Outreach Events, as well as the Board meetings, in order to interact with the local community.

The proposed policy is summarized as follows:

1. A commissioner will be permitted to attend up to two meetings remotely in a twelve month period.
2. No more than two commissioners may remotely attend a board meeting.
3. A commissioner who wishes to remotely attend a board meeting must notify FIND staff via email at least 48 hours prior to the date of the board meeting.
4. If more than two commissioners request to remotely attend a board meeting then the Chairman and Executive Director will attempt to coordinate with all of the requestors to arrive at a fair and mutually acceptable resolution. Priority will be given to (1) illness or disability of the commissioner or the commissioner's family, (2) unavoidable business or professional conflicts, and (3) scheduled vacations and other personal conflicts. All remaining commissioners must attend the meeting in person or they will be recorded as absent.
5. If allowing one or more commissioners to attend remotely would preclude having a quorum of at least six (6) Commissioners physically at the meeting, the request will be denied.

Note also that the implementation of this policy will require the purchase of additional equipment (speaker phone, etc.) and may entail additional costs associated with implementation at a remote location (i.e. high-speed internet access or dedicated phone line, etc.) Finally, the Commissioner(s) participating remotely may not have access to any presentations, visual aids, or handouts distributed at the meeting.

Please contact me if you have any other questions or need additional information.