

## TIPS FOR A MEETING HELD IN PUBLIC, **NOT** A PUBLIC MEETING!

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As we maneuver through the uncharted territory of live streaming board meetings, the NASB Board Leadership Team is working cooperatively with our members and SPARQ staff to provide your district with resources to support effective protocols and procedures for conducting electronic board meetings.

As a result of the Governor's Executive Order No. 20-03 Corona Virus – Public Meetings Requirement Limited Waiver and the Association is sharing the following tips to support temporary modified meeting procedures:

The Attorney General recommends:

- 1) Public bodies that conduct meetings under the Order to keep in mind that we are all operating under an emergency situation. He recommends only essential, time-sensitive matters that require action by the public body be considered.
- 2) Public bodies that wish to conduct virtual meetings in accordance with the Order indicate this in the meeting notice. The notice should clearly state how the members of the public and media may access the meeting. The notice should also indicate that since the meeting will be held electronically, and no quorum of the public body will be physically present together, there will be no public in-person attendance.
- 3) All local governmental entities should **confer with their legal counsel to determine the best way to reconcile compliance with the Open Meetings Act** with the interests of public health and safety.

The Association advocates for boards to also consider best practice during this unprecedented time by:

- 1) You must still provide advance publicized notice and comply with the agenda requirements in Neb. Rev. Stat. § 84-1411(1)
- 2) providing a link in the meeting notice to ensure the public has access to the meeting of the board
- 3) posting the link on the district website
- 4) distributing a secure link with the specific password to board members and administrators utilizing features of the online meeting application to protect the integrity of the meeting from internet invaders.  
\*Note: A recent survey of Association members indicates a majority of our members utilize the Zoom app; therefore, we have utilized this app as an example.
- 5) The following link provides guidance for conducting secure meetings:  
Link I: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>  
Link II: <https://blog.zoom.us/wordpress/2020/03/20/keep-the-party-crashers-from-crashing-your-zoom-event/>  
Link III: <https://www.edsurge.com/news/2020-03-27-holding-class-on-zoom-beware-of-these-hacks-hijinks-and-hazards>
- 6) consulting with school attorney prior to going into closed session
- 7) with conducting a practice run to ensure the system is working properly and staff feels prepared for managing the electronic meeting and platform
- 8) considering streaming the online meeting on Facebook or YouTube
- 9) considering features that allow the district to provide meeting access to non-English speaking patrons (bit.ly/lgo-zoom), this allows individuals to select their preferred language
- 10) coordinating with your district's attorney on how to enable public comment
- 11) preparing board meeting minutes and make available according to policy

Communicate, communicate, communicate! This is an uncertain time for everyone, clarity builds trust among board members, staff and community. The board that works alongside the superintendent, ensures that the district is providing a consistent message, maintains a focus on what is most important right now and provides the reassurance that the district is focused on what is in the best interest of all students!