



Academic Senate for College of the Canyons

STANDING POLICY

Remote Attendance of Senate Meetings

Presidential Discretion

The Academic Senate President is vested with sole discretion to grant a request by Senators to attend Senate meetings from a physical location other than the primary meeting location listed at the top of the Senate's published agenda, generally Bonelli Hall, Room 330 ("Remote Location"). Although the Senate encourages its President to exercise this discretion liberally when an applicant satisfies the requirements of this Senate Standing Rule, the Academic Senate President's primary concern shall be the timely and orderly operation of the Senate.

The Ralph M. Brown Act ("The Brown Act") precludes the Academic Senate from counting Senators who attend a Senate meeting from a Remote Location outside of the geographic boundaries of the Santa Clarita Community College District (District) from its quorum determination. Thus, the Academic Senate President may permit no more than two Senators to attend any single Senate meeting from a Remote Location outside of those boundaries. Priority for those two allowances will normally be determined in sequential order by date and time that an otherwise valid request is submitted, subject to the Academic Senate President's sole discretion to deviate from this method of determining priority for good cause.

The Senate anticipates that the Academic Senate President will deny requests for remote attendance upon determining, without limitation, that approval would, or foreseeably and reasonably could, (1) cause the Senate to fail to achieve an operating quorum under the Senate's By-Laws and/or Constitution, (2) jeopardize the orderly operation of the Senate meeting, or (3) violated The Brown Act.

The Senate President may revoke an approved request to attend a Senate meeting remotely for any reason upon which the request may have been reasonably denied in the first instance.

No Senator who the Academic Senate President has approved to attend a Senate meeting from a Remote Location outside of the District's geographic boundaries may, during the course of that Senate meeting, vote by proxy on behalf of any absent Senator.

Technological Requirements

Senators attending a Senate meeting remotely, whether from inside or outside of the District's geographic boundaries, must utilize an electronic device, which the Senate will not provide, that is connected to the internet-based, teleconferencing platform made available by the District for use by the Senate (generally Zoom.us). Senators shall take reasonable steps to ensure that their devices remain connected by audio to the approved platform throughout the entire Senate meeting. Senators attending remotely are encouraged, but not required, to participate via video when technologically possible. The Academic Senate President shall have limited discretion to disable a remotely-attending Senator's audio or video connection to the Senate meeting, or entirely



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disconnect the remotely-attending Senator's device from the Senate's teleconferencing platform, if reasonably necessary to protect the orderly operation of the meeting.

The Academic Senate President may grant explicit permission, in advance of a Senate meeting, for a remotely-attending Senator to attend a Senate meeting using technology other than the Senate's teleconferencing platform, such as a telephone-to-telephone audio connection, upon articulated good cause. However, remote participation by means other than the Senate's internet-based teleconferencing platform is discouraged and disfavored.

The Remote Location and Agenda Posting Requirements

Any Senator applying to attend a Senate meeting remotely:

- (1) Represents to the Senate that he, she, or they will attend from a fixed, physical location (i.e., no cars, trains, airplanes, or the like) that will remain conspicuously open to in-person participation in the Senate meeting by audio technology from that location by members of the public throughout the entirety of the Senate meeting ("Remote Location"); and
- (2) Acknowledges that the full U.S. postal address of the Remote Location will appear on the publicly-available Senate agenda; and
- (3) Pledges that he, she, or they will post the applicable Senate agenda at least 72 hours in advance of the start of the Senate meeting near the Remote Location in a place that is open to public view 24 hours a day; and
- (4) Pledges to the Senate that he, she, or they will not attend from a Remote Location other than one that he, she, or they proposed to the Academic Senate President when seeking permission for remote attendance.

Remote Participation

Senators attending a Senate meeting remotely shall (1) be physically present at the Remote Location during the entirety of the Senate meeting, (2) make themselves heard audibly when voting or otherwise speaking, and (3) mute their audio unless speaking to avoid disruption of the meeting,

Procedures

Senators applying for permission to attend a Senate meeting remotely must email a completed and signed "Application for Remote Attendance" form ("Remote Attendance Form") to the Academic Senate President and the Senate's Administrative Assistance no later than 5:00 p.m. six days preceding the day of the Senate meeting that the Senator seeks to attend remotely (not counting the day of the Senate meeting itself). For a regularly-scheduled Thursday meeting, this deadline would be 5:00 p.m. on the preceding Friday.



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The Remote Attendance Form shall be available to Senators on the Academic Senate's website. It shall require that applicants provide, without limitation, (1) a complete U.S. postal service address, including any applicable room/unit/office number or description, of the Remote Location, (2) a representation as to whether the Remote Location is physically located inside the boundaries of the Santa Clarita Community College District, (3) the dates of the Senate meetings that the applicant will attend from the Remote Location, and (4) an express statement acknowledging that the applicant has read, understands, and will comply with all applicable requirements of The Brown Act and this Senate Standing Rule.

The Remote Attendance Form may be signed electronically.

The Senate shall retain all submitted Remote Attendance Forms for the time required by the District's document retention policy.

A Senator who has submitted a Remote Attendance Form shall notify the Academic Senate President and the Senate's Administrative Assistant if the Senator has subsequently decided not to attend a Senate meeting from an approved Remote Location.

Permission to attend an Academic Senate meeting remotely must be expressly granted and may not be presumed from silence or delay in response to the submission of a Remote Attendance Form.

Approved by Academic Senate on May 26, 2022