



From the State Library - April 3, 2020

COVID-19 and Guidance on Virtual Board Meetings



Hosting a virtual board meeting? Here are some things to consider.

On March 17, we sent out a [message to library directors](#) regarding board meetings and accreditation. On March 20, Governor Reynolds temporarily suspended the legal requirement for open meetings to take place in physical spaces. This means that for now, it is acceptable for open meetings to be entirely virtual, as long as the public is notified about how to access them by telephone or computer.

Here are some things to consider when hosting a virtual board meeting:

- The Governor has temporarily waived the requirement for a physical meeting location.
- Meetings must still be properly noticed and the notice, as well as the agenda, should include a virtual location (a web link to the virtual meeting space or a telephone number to the conference call).
- Minutes must be taken and must include the reason it was impossible or impractical for the board to meet in person.
- The board meeting must have a quorum of members to be considered official.
- You must follow normal parliamentary procedures, except that all votes should be roll-call votes.
- If the board still wants the meeting technology set up in a room where the public may attend, someone should be there to enforce COVID-19 restrictions imposed by the Governor, including spacing attendees at least six feet apart and wiping things down when they leave.
- It is important for the board to operate with as much transparency as possible.

If you have any questions about holding a virtual board meeting, contact your District Consultant.

[Find Your District Consultant](#)

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