

POLICIES AND PROCEDURES

ANTONIO B. WON PAT INTERNATIONAL AIRPORT AUTHORITY BOARD OF DIRECTORSBOARD MEMBER ATTENDANCE AT BOARD MEETINGS VIA VIDEO TELECONFERENCING AND LIVE BROADCAST REVISED JULY 2021

Purpose:

Develop Policies and Procedures for Board Members to attend Regular and Special Meetings of the A.B. Won Pat International Airport Authority, Guam Board of Directors via video teleconference and live broadcast.

Authority:

5GCA Chapter 43 § 43121

Policies & Procedures:

1. Video teleconferencing (VTC): VTC is a technology that facilitates the communication and interaction of two or more users through a combination of audio and video over Internet Protocol (IP) networks.
2. Designation of VTC technology: GIAA shall designate the VTC technology to be used by the Board. Such technology must allow for the following:
 - a. Live/real-time communication
 - b. Two-way communication
 - c. Multiple VTC participants
 - d. Allow the Board to clearly see and hear the Board Member(s) attending via VTC in the GIAA Board conference room. If a Board Member appearing via VTC cannot be heard or seen, the Board Chairman may terminate the VTC at his/her discretion.
3. Training: Board Members must receive training on the use of GIAA's designated VTC technology.
4. Request to appear via VTC. A Board Member may participate in any Board or Committee Meeting by VTC when the Board member is unable to attend the Board meeting in person.
 - a. A request to participate via VTC must be submitted in writing to the Chairman at least five (5) days, but no less than forty-eight (48) hours, prior to the Board meeting.
 - b. The Board Member must use the VTC technology designated by GIAA.
 - c. The Board Member must be available to test the VTC connection at least fifteen (15) minutes prior to the start of the Board meeting.
5. Conduct of Meeting.
 - a. The Chairman shall identify all Board Members appearing via VTC.
 - b. If at least one Board Member is appearing via VTC, all voting must be by roll call.

- c. Executive Sessions shall not be conducted via video teleconferencing, except when a public emergency has been declared and such sessions or hearings have been authorized by Executive Order or law.
6. Quorum. Participation via video teleconferencing shall meet the legal requirements for a quorum.

Authority Amendment:

5GCA Chapter 43 § 43122

1. Live Streaming of Board Meetings.
 - a. Not including executive sessions and other meetings expressly authorized by law to be closed, regular and special meetings shall be broadcast via video live streaming applications as announced in the notice of meeting and on agency's website.
 - b. Board meeting notices must contain the agenda of matters to be discussed at the respective meeting. Agenda items must be in sufficient detail.
 - c. Boards and commissions shall broadcast regular and special meetings via video live streaming applications.
 - d. Any action taken by the Board at a meeting is void and of no effect if the agency failed to comply with the public notice of agenda matters to be discussed or failed to comply with the broadcasting requirement.
 - e. Live streaming amendment became effective on July 11, 2021.