

POLICIES AND PROCEDURES

ANTONIO B. WON PAT INTERNATIONAL AIRPORT AUTHORITY BOARD OF DIRECTORS

FEBRUARY 28, 2019

BOARD MEMBER ATTENDANCE AT BOARD MEETINGS VIA VIDEO TELECONFERENCING

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.

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. A Board Member may request to participate via VTC no more than four times per calendar year.
 - c. The Board Member must use the VTC technology designated by GIAA.
 - d. 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. The Board Meeting may not be chaired by a Board Member appearing via VTC.
 - d. Executive Sessions shall not be conducted via video teleconferencing.