

Factors for a “necessity” determination – The Board must determine that a “necessity exists” to have the meeting conducted electronically and RECITE in the Minutes all facts and circumstances to support such a finding that (a) the MATTERS on the agenda require TIMELY action; (b) that physical presence by a QUORUM of the members is NOT practical within the time period for action ; and (c) that participation by a quorum of the members by electronic or other means of communication is NECESSARY. This action should be taken as the 2<sup>nd</sup> item on the Agenda and DESCRIBE the emergency orders and social distancing guidelines from local and State governments ON THE RECORD