

## **RULES FOR PARTICIPATION IN MEETINGS BY TELEPHONE CONFERENCE CALL OR OTHER ELECTRONIC MEANS**

Members may be permitted to attend, participate and vote at meetings by telephone conference call or other electronic means under the following conditions:

A. The definitions of the terms "meeting;" "public body," "other means," "quorum," or any other defined term used in these rules, which is also found in the Open Meetings Act, shall have the same definitions as contained in the Open Meetings Act (5ILCS 120/1 et. Seq.), as amended.

B. All pertinent provisions of the Open Meetings Act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of meeting; and in particular, any use of closed sessions shall be in compliance with the provisions of the Act.

C. Pursuant to the Open Meetings Act, as amended, public bodies are prohibited from establishing a quorum to conduct business at an open or closed meeting through the attendance of board members by the use of telephone conference calls or other electronic means. A quorum of members of the board or committee **MUST** be physically present at the location of an open or closed meeting. Only additional members, i.e., those members not part of the required physically present quorum, may attend by telephone conference call or other electronic means.

D. If a quorum of the Board is physically present, a majority of the Board may allow a board member to attend a meeting through telephone conference call or other electronic means if his or her physical presence at the meeting is prevented due to (1) personal illness or disability; (2) employment purposes or the business of the Board; or (3) a family or other emergency.

E. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.

F. Members who wish to attend a meeting by telephone conference call or other electronic means must give the Library Director at least 24 hours advance notice before the commencement of the meeting so that a call-in number may be established, unless such advanced notice is impracticable, and a call-in number has already been established.

G. As soon as it becomes apparent to the Board that a meeting will include telephone conferencing or other electronic means, all subsequent notices of the meeting shall indicate that one or more Board members will or will not be attending by electronic means. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board or as the original notice was given.

H. All board members attending meetings by telephone conference call or other electronic means shall be entitled to vote as if they were personally and physically present at the meeting site so long as the telephone or other electronic connection exists and a physical quorum of the Library Board is present, but their votes shall be recorded by the Secretary as done by electronic attendance.

I. The meeting minutes shall indicate the (i) members of the Board who were either present or absent from the meeting and whether those members in attendance were physically present or present by telephone conference call video conference or other electronic means; and (ii) for those Board members who attend by telephone conference call or other electronic means, and in the event the entire meeting is not so attended by such members, the minutes shall indicate those portions of the meeting that were attended by telephone conference call or other electronic means.

J. The location of the meeting included on the notice shall be equipped with a suitable speaker phone system or transmission system in order that the public audience, the Board members in attendance, and any staff or guests will be able to hear any input, vote, or discussion of the teleconference or other electronic conferencing.

K. This policy shall not be construed to mean that conferencing by electronic means shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person due to such circumstances as listed in these rules.<sup>4</sup>

<sup>4</sup> Adopted May 9, 2013