



## Electronic Attendance at Meetings

### Purpose

This policy establishes the conditions under which members of the Nippersink Public Library District Board of Trustees (“Board”) may attend meetings electronically, in accordance with the Illinois Open Meetings Act (5 ILCS 120/7) and Section 10 of the Library’s Bylaws.

The Library is committed to providing equitable access to participation for all Trustees while ensuring transparency, accessibility, and compliance with state law.

### Policy Overview

A Trustee may attend any open or closed meeting of the Board by video or audio conference when circumstances prevent physical attendance.

Electronic participation is permitted only when:

1. A quorum of Trustees is physically present at the meeting location;
2. The Trustee provides at least two (2) hours’ notice to the Library Director or Board President;
3. The Trustee states a valid reason for remote attendance, limited to:
  - o Personal illness or disability;
  - o Employment or Library business obligations; or
  - o Family emergency or other qualifying urgent circumstance; and
4. A majority of the physically present Trustees vote to approve the electronic attendance.

Attendance and participation via electronic means must comply with all provisions of the Open Meetings Act, including the requirement that the public can hear all discussion, testimony, and votes.

### Participation and Voting Rights

- Trustees attending electronically shall be considered present for purposes of quorum and voting.
- Remote participants must be able to hear and be heard clearly throughout the meeting.
- All votes shall be conducted by roll call, and the minutes shall reflect whether each Trustee was physically present or attending electronically.
- Trustees attending remotely have the same rights and responsibilities as those physically present, including the ability to comment, make motions, and vote.

### Accessibility and Technical Arrangements

- The Library will make reasonable efforts to ensure reliable technology that enables full participation by all Trustees and public attendees.



- Trustees requiring accommodations related to technology, disability, or access should notify the Library Director as early as possible so that arrangements can be made.
- If technical difficulties prevent meaningful participation, the remote attendee will not be considered present for that portion of the meeting.

### **Recordkeeping**

Meeting minutes will indicate:

- The names of Trustees physically present and those attending electronically;
- The stated reason for remote participation; and
- The result of the Board vote approving the electronic attendance.

### **Compliance**

Electronic attendance that does not meet the criteria established in this policy and in the Illinois Open Meetings Act will not be permitted.