



## REMOTE PARTICIPATION POLICY

It is the policy of Skokie Public Library that a member of the Board of Trustees may attend and participate in any open or closed meeting of the Board from a remote location via telephone, video, or internet connection, provided that such attendance and participation complies with this policy and any other applicable laws.

- A. A quorum of Trustees must be physically present at the location of an open or closed meeting of the Board of Trustees.
- B. Minutes of all meetings shall specify if a Trustee was physically present or was attending the meeting by means of a video or audio conference. Lack of such a specification shall be deemed to indicate that the Trustee was physically present.
- C. Trustees who are not physically present may participate in open or closed meetings by means of a video or audio conference as provided in this policy. Such remote participation may only occur if the Trustee is prevented from physically attending by (1) personal illness or disability, (2) employment purposes or the business of the public body, (3) a family emergency or other emergency, or (4) an unexpected childcare obligation.
- D. If a Trustee wishes to attend a meeting from a remote location, he or she must notify the Board Secretary at least 48 hours before the meeting, unless advance notice is impractical. The Administrative Assistant to the Library Director is hereby designated as the agent of the Board Secretary for purposes of receiving such notice. The notice may be given in person or in writing, or by phone or e-mail. It shall include an explanation of why the member cannot attend, referring to one of the five qualifying reasons listed in paragraph C above. Copies of the request shall be provided promptly to all members of the Board of Trustees, but in no event later than the meeting in question.
- E. Upon receiving notice of a Trustee's intent to participate electronically, the Board Secretary or Secretary's designee shall make appropriate arrangements for the Trustee to attend from the remote location, by obtaining contact information and arranging a speakerphone or other suitable device for the meeting room. The equipment shall be such as to enable persons attending the meeting (including those in the audience) to hear the Trustee speak, and shall allow the Trustee attending from the remote location to hear other Board members and any person who addresses the Board.
- F. The Board of Trustees will allow Trustee attendance at a meeting from a remote location for qualifying reasons listed in the Open Meetings Act, as a matter of standing policy. The audio or video equipment shall be activated at the beginning of the meeting, or at the time requested by the Trustee in question, so that he or she can participate. If there is no quorum physically present at the meeting, the Board shall designate a person to contact and notify the Trustee of that fact.

- G. If the Trustee who is attending from the remote location would normally chair the meeting, a president *pro tempore* who is physically present may be appointed.
- H. When a Trustee attends a meeting from a remote location, all actions shall be taken by roll call vote. Trustees who are attending the meeting by audio or video conference must identify themselves by name and be recognized by the President before speaking.
- I. A Trustee who is attending from a remote location shall be entitled to attend both open (public) portions of the meeting in question, as well as any closed sessions called during that meeting.
- J. This policy shall apply any subsidiary committee, subcommittee or other agency of this Board that is a “public body” as defined in the Illinois Open Meetings Act. This policy shall constitute this Board’s rules regarding attendance at a meeting by a means other than physical presence, as permitted by 5 ILCS 120/7(c).

*Adopted by Skokie Public Library Board of Trustees, 12/12/18, revised 8/16/23.*

