



POLICY ON MEETINGS via ELECTRONIC MEANS

The Highwood Public Library Board of Trustees believes it is in the best interest of its patrons, staff, and the Residents of Highwood that the fullest participation and attendance in all meetings be achieved whenever possible.

The use of electronic conferencing for meeting attendance and voting requirements, at least in some governmental meetings, is permissible so long as the meeting is conducted in accordance with the Open Meetings Act.

The Open Meetings Act has been amended to allow attendance at public body meetings through audio-conference, video-conference, or by any other electronic conferencing without physical attendance.

The Highwood Public Library Board adopts this policy, to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of conferencing for its meetings *or* any of the Highwood Public Library Board's committee meetings. Refer to the following rules adopted by the Board of Trustees:

1. 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 the meeting; and, in particular, any use of closed sessions shall be in compliance with the provisions of the Act.
2. That sufficient security and identification procedures are 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 authorized members with the right to speak and vote.
3. Pursuant to the Open Meetings Act, the requirement in 5 ILCS 120/7(a) that a quorum of members of the Highwood Public Library Board must be physically present at the location.
4. All Highwood Public Library Board members or committee members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a quorum is, in total, present and accounted for, but their votes shall be recorded by the Secretary as done by electronic attendance.
5. A Highwood Public Library Board member or committee member who attends a meeting by video or audio conference must provide notice to the recording secretary at least 24 hours prior to the meeting unless such advanced notice is impracticable.

6. A member may attend a Highwood Public Library Board meeting or committee meeting through electronic conferencing if, in the opinion of the member, his or her physical presence at the meeting is unable to be obtained or is inconvenient for any reason including, but not limited to reasons such as personal schedule or time conflicts, length of required travel time, the high cost of such travel, or vehicle, fuel or time involved.
7. As soon as it becomes apparent to the secretary that a meeting will include electronic conferencing, all subsequent notices of the meeting shall indicate that one or more members will or may 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 Highwood Public Library Board.
8. The meeting minutes shall include, but need not be limited to; i) the date, time and place of the meeting; ii) the members who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference or by other electronic means; and iii) a summary of discussion on all matters proposed, deliberated, or decided, and iv) a record of any votes taken.
9. The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g. a speakerphone) in order that the public audience, the members in attendance and any staff in attendance will be able to hear any input, vote or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing and participating in such input, vote or discussion.
10. As the Highwood Public Library Board begins each new matter of business, the president will check with all remote location(s) with Highwood Public Library Board member(s) present to ensure that each such connection is active and not muted.
11. When a motion is made, and seconded, and discussion regarding the motion begins, the president will check that the connection with remote location(s) with Highwood Public Library Board member(s) is active and not muted. Prior to closing discussion and taking any vote, the president will ask all remote location(s) with Highwood Public Library Board member(s) present whether there are any additional comments, questions, or information to be added to the discussion.
12. No later than 48 hours before a scheduled meeting of the Highwood Public Library Board, the Board President or Committee Chair will advise the Open Meetings Act designee regarding all of the documents that have been posted for any such meeting, and any and all locations where the documents have been posted.
13. The procedures outlined above shall also apply to each Highwood Public Library Board committee.