



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 969 5625

westmontlibrary.org

Providing the community keys to lifelong learning

### **Rules for Electronic Attendance at Board Meetings**

As authorized by the Open Meetings Act, a Trustee of the Westmont Public Library may attend Board Meetings or Committee Meetings by video or audio conference (or other means of contemporaneous interactive communication) provided such attendance is in compliance with these rules and any applicable laws.

#### **Rules**

Electronic attendance is permitted when:

1. A quorum of the Board or Committee is physically present at the meeting location
2. The Trustee wishing to attend by video or audio conference has notified the Board Secretary and Library Director at least 4 hours before the meeting (unless advance notice is impractical)
3. The Trustee is prevented from physically attending because of:
  - a. personal illness or disability
  - b. employment purposes or the business of the Westmont Public Library
  - c. family or other emergency

#### **Equipment**

The Trustee attending electronically and Trustees physically present must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site.

#### **Participation and Minutes**

Minutes of all meetings will record whether a Trustee was physically present or present by means of video or audio conference, and counted as present for that meeting. The Trustee attending electronically will participate in the same capacity as those members physically present subject to all general meeting guidelines and procedures. The Trustee attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, his or her vote shall be placed in the meeting minutes. A Trustee attending electronically may leave a meeting and return as in the case of any member, provided the member announces his or her leaving and returning.