



<b>BOARD POLICIES</b>
-----------------------

<b>DIVISION</b>	<b>REFERENCE NO.</b>
I. Board of Trustees	1.45.6 (1)
<b>CATEGORY</b>	<b>DATE</b>
1.45 Meetings of the Board	1 <sup>st</sup> Reading 3/07 2 <sup>nd</sup> Reading 4/07

ELECTRONIC ATTENDANCE AT MEETINGS RULES

Rules Statement

It is the decision of the Illinois Community College District 525 (the “College”) that any member of the Board of Trustees may attend any open or closed meeting of the Board of Trustees via electronic means (such as by telephone, video or internet connection) provided that such attendance is in compliance with these rules and any applicable laws.

Prerequisites

A member of the Board of Trustees may attend a meeting electronically if the member meets the following conditions:

- A. The member should notify the Secretary of the Board of Trustees at least 24 hours before the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance.
- B. The member must assert one of the following three reasons why he or she is unable to physically attend the meeting:
  - 1. The member cannot attend because of personal illness or disability; or
  - 2. The member cannot attend because of employment purposes or the business of the College; or
  - 3. The member cannot attend because of a family or other emergency.

Authorization to Participate

- A. The Secretary of the Board of Trustees, after receiving the electronic attendance request, shall inform the Board of Trustees of the request for electronic attendance.
- B. After establishing that there is a quorum physically present at a meeting where a member of the Board of Trustees desires to attend electronically, the Chairperson shall state that (i) a notice was received by a member of the Board of Trustees in accordance with this

<b>DIVISION</b>	<b>REFERENCE NO.</b>
I. Board of Trustees	1.45.6 (2)
<b>CATEGORY</b>	<b>DATE</b>
1.45 Meetings of the Board	1 <sup>st</sup> Reading 3/07 2 <sup>nd</sup> Reading 4/07

procedure, and (ii) the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member’s electronic attendance is made, seconded, and approve by two-thirds of the members of the Board of Trustees physically present at the meeting. If no such motion is made and seconded or if any such motion fails to achieve the required vote by the members of the Board of Trustees physically present at the meeting, then the request by the member to attend the meeting electronically shall be deemed approved by the Board of Trustees and the Chairperson shall declare the requesting member present. After such declaration by the Chairperson, the question of a member’s electronic attendance may not be reconsidered.

Adequate Equipment Required

The member participating electronically and other members of the Board of Trustees must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the Board of Trustees shall provide equipment adequate to accomplish this objective at the meeting site.

Minutes

Any member attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting if the member is allowed to attend. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

Rights of Remote Member

A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the Secretary of the Board of Trustees and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or leaving and returning.