



<b>BOARD POLICIES</b>
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<b>DIVISION</b>	<b>POLICY NUMBER</b>
I. Board of Trustees	1.45.05 [1]
<b>CATEGORY</b>	<b>DATE</b>
1.45.00 Meetings of the Board	Adopted: 04/2007 Revised: 12/2015, 12/2019

1.45.05      **ELECTRONIC ATTENDANCE AT MEETINGS RULES**

Any member of the Board of Trustees (Board) may attend any open or closed meeting of the Board via electronic means (i.e., by video or audio conference) provided that such attendance is in compliance with these rules and any applicable laws including 5 ILCS 120/7 Illinois Open Meetings Act.

Prerequisites

Provided that a quorum of the Board is physically present at a meeting, a member of the Board may attend the meeting electronically if the member meets the following conditions:

- The Trustee has notified the Secretary to the Board 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.
- In accordance with 5 ILCS 120/7 Illinois Open Meeting Act, the Trustee may be allowed to attend the meeting electronically only if the Trustee is unable to physically attend the meeting due to one of the following reasons:
  - personal illness or disability; or
  - employment purposes or the business of the College; or
  - a family or other emergency.

Authorization to Participate

The Secretary to the Board, after receiving the electronic attendance request, will inform the Board of the request for electronic attendance.

- After establishing that there is a quorum physically present at a meeting where a Trustee of the Board desires to attend electronically, the Chair Person of the Board will state that:
  - a notice was received by a Trustee of the Board in accordance with this procedure, and



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- the Trustee will be deemed authorized to attend the meeting electronically unless a motion objecting to the Trustee’s electronic attendance is made, seconded, and approved by a majority of the Trustees of the Board 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 Trustees of the Board physically present at the meeting, then the request by the Trustee to attend the meeting electronically will be deemed approved by the Board and the Chair Person of the Board may declare the requesting member present. After such declaration by the Chair Person of the Board, the question of a Trustee’s electronic attendance may not be reconsidered.

Adequate Equipment Required

The Trustee participating electronically and other 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 may provide equipment adequate to accomplish this objective at the meeting site.

Minutes

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

Rights of Remote Trustee

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



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leave a meeting and return as in the case of any Trustee, provided the Trustee attending electronically will announce his or leaving and returning.