

Village of River Forest  
Village Board Policy  
CONDUCT OF VILLAGE BOARD  
MEETINGS VIA ELECTRONIC MEANS

1. Purpose

The purpose of these rules is to prescribe rules for the conduct of meetings of the Village Board whether meeting as a Committee of the Whole or at a regular or special meeting of the Village Board when conducted wholly or partially via electronic means. These rules for meetings conducted via electronic means, shall supplement those rules of the Village Board, prescribed for meetings where members are physically present, provided that those Rules of the Village Board, which by their nature can have no, or only limited application where one or more members of the Board are present via electronic means, shall have no or such limited application as the circumstances warrant. Participation by electronic means shall be in accordance with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*, as amended from time to time. To the extent of any conflict between these Rules and the Open Meetings Act, the Open Meetings Act shall control and apply. This policy also applies to any of the Village's advisory Boards or Commissions. References herein to the term of "Board" references the Village Board or Board/Commission

2 Minutes of Meetings

The Village Clerk or recording secretary shall record in the minutes whether members were physically present or present via electronic means.

3. Limitations on the Conduct of Meetings via Electronic Means

The following rules shall apply for the conduct of any meeting at which any Board member is participating through the use of electronic means:

- A. A member of the Board may attend via electronic means only if the member is prevented from physically attending because of (1) personal illness or disability, (2) employment purposes or the business of the Village or (3) a family or other emergency.
- B. Whenever possible, members of the Board who cannot be physically present at a public meeting for the reasons stated in paragraph A. above and who wish to attend via electronic means shall give notice to the Village Clerk and Village Administrator not less than two business days before the meeting date unless advance notice is impractical.
- C. Public notice of special or regular meetings, when it is known two business days in advance of such meetings that any Board member will

attend through use of electronic means, shall contain, in addition to any other information required by law, the names of the member(s) of the Board who will be attending in that manner, and the type of medium through which they will attend.

- D. When it is not possible for a member of the Board to give two business days' notice, and the member of the Board will be unable to be physically present at a special or regular meeting for the reasons stated in paragraph A. above and wishes to attend through the use of electronic means on the date of the meeting, prior to convening the meeting, the President, or presiding officer, as the case might be, shall announce such method of attendance to the public and the reason.
- E. The Board shall take a roll call vote allowing for attendance by the member through electronic means and approval by a simple majority.
- F. If the President or other presiding officer attends the meeting through the use of electronic means, he or she shall vacate the chair and a presiding officer as elected by the Board who is physically present, shall preside.
- G. When one or more members of the Board attend a meeting of the Village Board via electronic means, all votes shall be by roll call.
- H. No more than two members of the Board may attend a meeting through the use of electronic means at the same remote location.
- I. A quorum of the Board must be physically present for any meeting of the Board.
- J. A quorum of the Board must be physically present for any public hearing required by State statutes.
- K. When speaker phones are used to allow a member of the Village Board to attend a meeting without being physically present, the Board member using the speakerphone shall, each time he or she wishes to speak, identify himself or herself by name and be recognized by the President or presiding officer before speaking.
- L. The Village Board in its sole discretion may, by majority vote of those present by any means, authorize its staff or, consultants to participate in the proceedings of the Board by electronic means.

Any Board member shall be considered present wherein the member is present by teleconference or other electronic means wherein voices are received by any location.

Approved by the Village Board on June 12, 2017