RESOLUTION ON MEETINGS via ELECTRONIC MEANS

Whereas, the XXX Library System believes it is in the best interest of its members, the System, and patrons that the fullest participation and attendance in all meetings be achieved whenever possible; and

Whereas, 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; and

Whereas, 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; and

Whereas, the Open Meetings Act has been amended to allow library systems with jurisdiction over specific geographic area of more than 4,500 square miles [5 ILCS 120/7(d), such as the parties here, to permit members to attend meetings by other means than physical presence so long as they adopt specific procedural rules therefore; and

Whereas, the XXX Library System in all of its regular, special, and committee meetings complies and intends to comply with the provisions of the Open Meetings Act.

NOW, THEREFORE, BE IT RESOLVED, that the XXX Library System, having considered the aforesaid matters hereby 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 XXX Library System committee meetings as more specifically set out in this Resolution, and to adopt, establish, and set forth these Rules of the XXX Library System applicable thereto:

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 be 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 Board MUST be physically present at the location of the meeting shall NOT apply because 5 ILCS 120/7(d) of the Act specifically excepts library systems of the specified size from such requirements, and authorizes them to permit attendance by other means in accordance with procedural rules such as those contained herein. Specifically, XXX Library System members (or, in the case of XXX Library System committees, those members) may attend by video and/or audio conferencing or by other electronic means for quorum and voting purposes in accordance with these provisions.
4. All XXX Library System 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 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 noticed is impracticable.

6. A member may attend a 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 XXX Library System.

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 System begins each new matter of business, the chair will check with all remote location(s) with System 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 chair will check that the connection with remote location(s) with System member(s) is active and not muted. Prior to closing discussion and taking any vote, the chair will ask all remote location(s) with System member(s) present whether there are any additional comments, questions, or information to be added to the discussion.

12. The rules set out above shall also apply to each committee and each sub-committee meeting.

PASSED BY THE XXX LIBRARY SYSTEM, _____ COUNTY, ILLINOIS, IN PUBLIC SESSION ASSEMBLED THIS _____ DAY OF _____, 2011.

_____

ATTEST:

_____

Secretary