

THIS IS A DRAFT

Exhibit A

CITY OF CREST HILL REMOTE ATTENDANCE POLICY FOR PUBLIC MEETINGS:

A. Members of the Council, as well as any boards and commissions of the City, may attend a meeting without being physically present if the following conditions are met:

1. In addition to holding meetings pursuant to the Open Meetings Act, 5 Illinois Compiled Statutes 120/1 et seq., City Council (or board or commission) meetings shall be subject to the following rules:

a. A quorum of the City Council (or board or commission) shall be physically present at the location of an open or closed meeting.

b. Provided a quorum is physically present, a member may be allowed to attend the meeting by audio or video conferencing.

c. Any member who wishes to be considered present at a meeting via audio or video conference may make such a request to the City Council (or board or commission) by notifying the Clerk three (3) days prior to the meeting, unless advance notice is impractical, that the member cannot physically attend the meeting for one (1) of the following reasons:

- (1) Personal illness or disability; or
- (2) Employment purposes or City business; or
- (3) A family or other emergency; or
- (4) An unexpected childcare obligation.

d. An affirmative vote by a majority of the City Council (or board or commission) physically present may allow a member to attend a meeting as provided herein. The member will be deemed authorized to attend the meeting electronically even if no motion to approve is made and seconded. A motion objecting to a member's remote attendance must be approved by two-thirds of the members of the public body physically present at the meeting. If a motion objecting to a member's remote attendance fails to achieve the required two-thirds vote of the members of the public body physically present, the member's remote attendance and electronic participation shall be deemed approved.

e. The Clerk shall record in the minutes of every meeting the members physically present, absent, and present remotely by audio or video conference.

2. The non-present Council (or board or commission) member shall provide a telephone number where he or she can be reached and must be available when contacted prior to the start of the meeting. The telephone of the non-present member must provide a clear connection and be in a location with relatively no background noise. If other electronic means of communication are

utilized, it must provide a clear audio connection with relatively no background noise. Members may not participate by facsimile, text, electronic mail or other means without audio connection.

3. A member shall be considered present for purposes of voting if the member is present by electronic means. If the City Council is voting on an ordinance or resolution authorizing, approving or providing for the issuance of bonds (as that term is defined in the Local Government Debt Reform Act), or the Council/board/commission is conducting any hearing required by law, then any member attending the meeting by audio or video conference shall be considered absent for purposes of voting.

4. The Mayor or temporary presiding officer (or Chair) must announce, prior to roll call, that a member is participating remotely by telephone or other electronic means.

5. The non-present member must answer the roll call and, at that time, state that he or she is unable to attend in person and is willing and able to participate by telephone or other electronic means.

6. The non-present member must be able to hear all comments made by other Council (or board or commission) members and from the audience if public comments are expected.

7. All members and the public must be able to hear the comments of the non-present member.

8. All votes shall be taken by roll call.

9. The meeting shall comply with the Open Meetings Act.

10. Any meeting must be chaired by a person who is physically present at the meeting.

11. In the event more than one (1) member wishes to attend the same meeting via telephone, the first member to inform the City Clerk shall be allowed to participate telephonically. In its discretion, the Council (or board or commission) may grant exceptions, by motion, to the limitations set forth in this subsection A(11).

B. Remote Attendance Without A Quorum Physically Present In The Event Of A Disaster Declaration. Any open or closed meeting of any City body subject to the requirements of the Illinois Open Meetings Act (5 ILCS 120), including the City Council or any of its boards, commissions, or committees, may be conducted by audio or video conference, without the physical presence of a quorum of the members, so long as the requirements of the Illinois Open Meetings Act (as may be amended) for such meetings have been met.

Effective _____