

VILLAGE OF THORNTON REMOTE ATTENDANCE POLICY

Section 1. Policy Statement. It is the policy of the Village of Thornton (the “*Village*”) that the Village President or any member of the Board of Trustees (the “*Corporate Authorities*”) may attend any open or closed meeting of the Village from a remote location via telephone, video or internet connection, provided that such attendance and participation is in compliance with this policy, the Open Meetings Act, 5 ILCS 120/1 et seq., as may be supplemented and amended from time to time, and any other applicable laws.

Section 2. Definition of Meeting. As used in this policy, the word “meeting” shall mean any gathering, whether in person or by video or audio conference, telephone call, electronic means, or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business, or such other definition as shall be contained within state statutes.

Section 3. Prerequisites. A member of the Corporate Authorities shall be provided the opportunity to attend an open or closed meeting or only one of such meetings from a remote location if the member meets the following conditions and a majority of a quorum of the Corporate Authorities votes to approve the remote attendance:

- (i) The member must notify the Village Clerk at least 24 hours before the meeting unless advance notice is impractical;
- (ii) The member must meet one of three reasons described herein why he or she is unable to physically attend the meeting, including either: (a) that the member cannot attend because of personal illness or disability; (b) the member cannot attend because of employment purposes or the business of the Village of Thornton; (c) the member cannot attend because of a family or other emergency; (d) the member cannot attend because of unexpected childcare obligations; and
- (iii) A quorum of the Corporate Authorities must be physically present at the location of the public meeting.

Section 4. Voting Procedures. After roll call, a vote of the Corporate Authorities shall be taken, considering the prerequisites set forth in Section 3, on whether to allow an off-site member to participate remotely. A vote may be taken to permit remote participation for a stated series of meetings if the same reason applies in each case. Otherwise, a vote must be taken to allow each remote participation.

Section 5. Quorum and Vote Required. A quorum must be established by members physically present at the location of any meeting before it can be considered whether to allow a

member to participate in the meeting remotely. A vote of a majority of a quorum shall be necessary to decide the issue. For the meeting to continue there shall always need to be a quorum physically present.

Section 6. Minutes. The member participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference, for that meeting if the member is allowed to participate. The meeting minutes shall also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

Section 7. Rights of Remote Member. The member permitted to participate remotely 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 remote member shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any remote member shall be called during any vote taken, and his or her vote counted and recorded by the Village Clerk and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

Section 8. Closed Meetings. A quorum of members must be physically present at any closed meeting. Members participating remotely shall otherwise be entitled to participate in closed meetings by video or audio conference. A separate vote shall be taken to permit a member to participate remotely in any closed session.

Section 9. Attendance Form. The Corporate Authorities hereby adopts the attached Attendance Form for use as a request for Remote Attendance and/or for a record of the member's email, telefax, or telephone request.

This policy is effective as of _____,_____.

Maxine Reynolds
Village President

ATTEST:

Nikki Kitakis
Village Clerk

REMOTE ATTENDANCE REQUEST

I hereby request to electronically attend the meeting of the Village of Thornton on _____, 20____, at _____ p.m.

I am eligible to participate electronically because of [check one]:

_____ (1) personal illness or disability

_____ (2) employment purposes or business of the Village of Thornton

_____ (3) a family or other emergency

_____ (4) unexpected childcare obligations

During the meeting, I will be at the following location:

And reachable at the following telephone number: _____

Signature of Member

Date

OR

Request received by _____ telephone _____ e-mail _____ facsimile _____ other

Signature of Village Clerk

Date