

**RULES FOR PARTICIPATION IN MEETINGS BY TELEPHONE  
CONFERENCE CALL OR OTHER ELECTRONIC MEANS**

A. DEFINITIONS: The definitions of the terms "meeting," "public body," "other means," "quorum" or any other defined term used in these rules, which is also found in the Open Meetings Act, shall have the same definitions as contained in the Open Meetings Act (5 ILCS 120/1 *et seq.*), as amended.

B. RULES AND PROCEDURES:

- (1) Pursuant to the Open Meetings Act, effective January 1, 2007, Public Bodies are prohibited from establishing a quorum to conduct business at an open or closed meeting through the attendance of board members by the use of telephone conference calls or other electronic means. A quorum of members of the board or committee must be physically present at the location of an open or closed meeting.
- (2) Members who wish to attend a meeting electronically must give notice before the commencement of the meeting to the Administrator so that a call-in number may be established, unless advance notice is impractical, and a call-in number has already been established.
- (3) Meeting minutes must reflect whether a member is present physically or electronically, regardless of whether any members are attending through the use of a telephone conference call or other electronic means.
- (4) Provided that the audio, telephone or video conference connection allows the voice of an absent member to be clearly heard by the attendees of the meeting (including members of the public) and the absent member can clearly hear the voices of the attendees who participate in the meeting (including members of the public), a member of the Board or a committee may attend, participate and vote at an open or closed meeting through the use of a telephone conference call or other electronic means if the member is prevented from physically attending because of:
  - i. Personal illness or disability; or
  - ii. Employment purposes or the business of the public body; or
  - iii. A family or other emergency.
- (5) Where one or more members of the Board or a committee is or are attending a meeting by use of a telephone conference call or other electronic means, the presiding officer shall, immediately after convening of the meeting, announce to

the public which member is attending the meeting by use of a telephone conference call or other electronic means, identify the method of attendance and the reason why the absent member is participating by such means.

- (6) If the President of the Board attends the meeting through the use of a telephone conference call or other electronic means, the vice-president shall chair the meeting.
- (7) The voice of the absent member participating by telephone conference call or other electronic means, after being identified by the other Board or committee members as belonging to the absent member, shall be simultaneously broadcast to the public present at the meeting so that his or her voice can be heard, and the member shall also be able to hear any discussions of the other members and the public comment regarding any issue discussed at the meeting before a vote is taken.
- (8) Members who meet the requirements of these rules shall be permitted to participate in meetings without further action by the Board provided that a quorum is physically present at the meeting site.