

BOARD OF EDUCATION

PARTICIPATION IN MEETINGS VIA VIDEO OR AUDIO CONFERENCING

A member of the Board of Education may participate in a regular or special meeting of the Board (including any closed session conducted therein) via video or audio conference, provided that the member's participation is in compliance with this policy and all applicable laws.

A. Prerequisites to Participation Via Video or Audio Conference:

1. A quorum of the members of the public body must be physically present at the meeting.
2. The member who wishes to participate via video or audio conference must be prevented from physically attending the meeting for one of the following reasons: (a) personal illness or disability; (b) employment purposes or the business of the School District; or (c) a family or other emergency.
3. The member who wishes to participate via video or audio conference should notify the Board Secretary at least 24 hours in advance of the meeting so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of the request for remote attendance.
4. The member's participation via video or audio conference must be approved by a majority of the Board members voting on the issue.

B. Voting Procedures:

1. A roll call will be conducted to establish that a quorum is physically present at the meeting.
2. The presiding officer will announce that a Board member is seeking to participate in the meeting via video or audio conference, and will specify the reason entitling the Board member to participate via remote attendance.
3. The presiding officer will then call for a motion that the member be permitted to participate in the meeting via video or audio conference (as applicable).
4. All of the Board members physically present at the meeting are permitted to vote on the motion. The motion must be approved by a majority of the Board members voting on the motion.

C. Equipment Requirements: The Board member participating via video or audio conference and other Board members must be able to communicate effectively, and members of the audience must be able to hear all communications. Before approving remote attendance at any meeting, the Board will provide equipment adequate to accomplish these objectives.

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- D. Minutes: If a member is allowed to participate via video or audio conference, the member will be considered an off-site participant and counted as present. The meeting minutes shall state specifically whether each member is physically present or present via video or audio conference.
- E. Extent of Participation By Remote Member: A member permitted to participate via video or audio conference will be able to express his or her comments during the meeting and participate in the same capacity as those members who are physically present, subject to all general meeting guidelines and procedures previously adopted. The member attending via video or audio conference will be heard, considered, and counted as to any vote taken. The name of any member attending via video or audio conference will be called during any vote taken, and his or her vote will be counted and recorded by the Secretary and placed in the meeting minutes. A member participating via video or audio conference may leave a meeting and return as in the case of any member, provided that the member attending via video or audio conference shall announce his or her leaving and returning.
- F. Committees: This policy shall apply to Board committees.

LEGAL REF.: Illinois School Code, Section 10-12 (105 ILCS 5/10-12);
Illinois School Code, Section 10-16 (105 ILCS 5/10-16);
Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*);
Freedom Oil Co. v. Pollution Control Bd., 655 N.E.2d 1184, 211 Ill. Dec. 801 (4th
Dist. 1995); and
Illinois Atty. General Opinion No. 124 (1982 Ill. Atty. Gen. Op. 124).

CROSS REF.: 270.07

Adopted: September 24, 1998
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