

PROCEDURE 1.0: ATTENDING MEETINGS REMOTELY

A member of a public body may attend a meeting remotely (via telephone or video conference) only in accordance with and to the extent allowed by the rules of the public body. 5 ILCS 120/7(c).

If a quorum of the members of the public body is physically present, then a majority of the public body may allow a member to attend by video or telephone conference if the member is prevented from physically attending because of:

1. Personal illness or disability
2. Employment purposes or the business of the public body
3. A family or other emergency.

If a member wants to attend the meeting by telephone or video conference, they must notify the recording secretary or clerk of the public body before the meeting, unless advance notice is impractical.

Original: 4/10

Revised: 1/24