



Remote Attendance Policy

It is the policy of the Brimfield Public Library District that any member of the Board of Trustees may attend and participate in any open or closed meetings of the Board of Trustees from a remote location via telephone, video or internet connection, provided that such attendance and participation is in compliance with the Open Meetings Act and other applicable laws.

Prerequisites: A member of the Board of Trustees may attend a meeting from a remote location if the member meets the following conditions; a quorum is physically present throughout the meeting and a majority of a quorum of the Board of Trustees votes to approve the remote attendance.

- 1) The member should notify the Secretary or President at least 24 hours before the meeting so that necessary communications equipment can be arranged. Inability to make necessary technical arrangements will result in denial of a request for remote attendance.
- 2) The member must assert one of the following three reasons why he or she is unable to physically attend the meeting.
 - a) The member cannot attend because of personal illness or disability; or
 - b) The member cannot attend because of employment purposes or the business of the Brimfield Public Library District; or
 - c) The member cannot attend because of a family or other emergency.

Voting Procedures: After a roll call establishing that a quorum is physically present, any member present may move that a member be permitted to participate remotely, specifying the reason entitling the absent member to participate remotely. All the members physically present are permitted to vote on whether remote participation will be allowed. The motion must be approved by a vote of a majority of the quorum.

Adequate Equipment Required: The member participating remotely, and other members of the Board of Trustees 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 of Trustees shall provide equipment adequate to accomplish this objective.



Minutes: Any 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.

Rights of Remote Member: A 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 votes taken, and his or her vote counted and recorded by the Secretary and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as is the case of any member.

Meetings: The term meeting as used herein refers to any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or by other means of contemporaneous interactive communication, of a majority quorum of the members of a public body held for the purposes of discussing public business.

Closed Meetings: A quorum of the Board of Trustees 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, in the same manner as an open meeting.

Approved by the Board of Trustees on February 25, 2019.