

## APPENDIX "A"

### CITY OF DUQUOIN ELECTRONIC ATTENDANCE AT MEETINGS RULES

**Section 1. Rules Statement.** It is the decision of the City of DuQuoin that any member of the Corporate Authority may attend any open or closed meeting of the Corporate Authority via electronic means (such as by telephone, video or internet connection) provided that such attendance is in compliance with these rules and any applicable laws.

**Section 2. Prerequisites.** A member of the Corporate Authority may attend a meeting electronically if the member meets the following conditions:

(A) The member should notify the City Clerk at least **fifteen (15) minutes** before the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance.

(B) The member must assert one of the following three reasons why he or she is unable to physically attend the meeting:

- (1) The member cannot attend because of personal illness or disability; or
- (2) The member cannot attend because of employment purposes or the business of the City of DuQuoin; or
- (3) The member cannot attend because of a family or other emergency.

**Section 3. Authorization to Participate.**

(A) The City Clerk, after receiving the electronic attendance request, shall inform the Corporate Authority of the request for electronic attendance.

(B) After establishing that a quorum is physically present at a meeting where a member of the Corporate Authority desires to attend electronically, the presiding officer shall state that:

- (1) a notice was received by a member of the Corporate Authority or the City Clerk, in accordance with these rules, and
- (2) the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member's electronic attendance is made, seconded, and approved by **two-thirds (2/3)** of the members of the Corporate Authority physically present at the meeting.

If no such motion is made and seconded or if any such motion fails to achieve the required vote by the members of the Corporate Authority physically present at the meeting, then the request by the member to attend the meeting electronically shall be

deemed approved by the Corporate Authority and the presiding officer shall declare the requesting member present. After such declaration by the presiding officer, the question of a member's electronic attendance may not be reconsidered.

**Section 4. Adequate Equipment Required.** The member participating electronically and other members of the Corporate Authority must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the Corporate Authority shall provide equipment adequate to accomplish this objective at the meeting site.

**Section 5. Minutes.** Any member attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting if the member is allowed to attend. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

**Section 6. Rights of Remote Member.** A member permitted to attend electronically 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 member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the City Clerk and placed in the minutes for the corresponding meeting. A member attending electronically 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 7. Committees, Boards and Commissions.** These rules shall apply to all committees, boards and commissions established by authority of the Corporate Authority.

**(Ord. No. 2007-001-03; 01-13-07)**