

## Electronic Meeting Participation Policy – DRAFT 4 – 10.23.2023 (BS + CS) (Edits BY+BS)

A Library Board member may participate in an official monthly meeting of the Library Board of Trustees through electronic communication means from a remote location, not open to the public, only as follows and subject to the requirements below:

1. A quorum of the Library Board of Trustees must be physically assembled at the primary or central meeting location. A member participating electronically in a Library Board of Trustees meeting will not be counted to establish a quorum. A Library Board of Trustees member must be present onsite to be counted as part of a quorum.
2. The Library Board member must notify the Chairman on or before the day of a meeting that he/she is unable to attend the meeting due to a ~~an~~ emergency medical condition (of either the member or the member's family) or a personal matter. Upon receiving the request and any qualifying information from such Library Board member, the Chairman shall be authorized to approve or deny the request. However, any Library Board member may challenge the Chairman's decision and request a roll-call vote on the Member's member's request as the first order of business.
3. The Library Director and staff shall make arrangements for the Library Board member participating remotely to hear and be heard by all persons at the primary or central meeting location. Should technical difficulties arise, the meeting shall not be delayed, and the remote participation shall not occur.
4. Remote participation by a Library Board member shall be limited as follows:
  - a. In situations where a Library Board member cannot attend due to a medical condition of the member or the member's family, there shall be no limit to the number of meetings that a Library Board member participates remotely;
  - 4.b. In situations where a Library Board member cannot attend due to personal matters, the member may only participate each fiscal year to remotely in two (2) meetings or 25 percent of the official monthly meetings of the Library Board of Trustees, whichever is fewer, per calendar year.
5. This policy shall be applied strictly and uniformly, without exception, to the entire membership of the Library Board of Trustees and without regard to the identity of the Library Board member requesting remote participation or the matters that will be considered or voted on at the meeting.
6. The Secretary of the Library Board of Trustees shall record the fact that a member participated in the meeting remotely if/when it occurs and the ~~meeting minutes shall identify the remote location from which the member is participating; however, the remote location need not be open to the public and may be identified in the minutes by a general description.~~
7. A Library Board of Trustee member successfully participating remotely will have a vote on any item being voted on by the Library Board and may participate in any discussion.

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