



Board Electronic Attendance Policy

Adopted 17 July 2024

Resolution Establishing the Process for RSA Board of Directors Participation by Electronic Means in Meetings

WHEREAS, the Open Meetings Act, 5 ILCS 120/1 et seq., allows for participation of members of a public body in a meeting via electronic means in certain circumstances; and

WHEREAS, electronic participation, which includes video or audio conference, is allowed if a quorum of the members of the public body is physically present at the location of an open or closed meeting; and

WHEREAS, in order to permit electronic attendance at meetings, the public body must pass rules regarding when electronic participation is permitted; and

WHEREAS, the RSA Board of Directors desires to allow for electronic attendance in certain circumstances and in accordance with state law.

NOW, THEREFORE, BE IT RESOLVED by the RSA Board of Directors, as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: Notices of meetings to be conducted in which a Board member participates by electronic means shall be given in accordance with the Open Meetings Act Minutes of such meetings shall reflect which Board member(s) attended via electronic means.

SECTION 3: The following rules reprinted from RSA Bylaws dated 1 July 2024, Article 5, Section 5, shall apply for the conduct of any meeting at which any Board member participates via video or audio conference:

1. Except where it is not practicable, Board members who cannot be physically present at any regular, special, emergency, rescheduled, or reconvened meeting for one of the reasons contained herein and who wish to participate through electronic technology such as video or audio conference, telephone call, electronic means (including, without limitation, electronic chat or instant messaging, or other means of instantaneous interactive communication) shall give notice to the Executive Director or designee at least twenty-four (24) hours before the meeting time.
2. After a roll call establishing that a quorum is physically present, the presiding officer at the meeting of the Board shall call for a motion that the Board member in question may be permitted to attend the Board meeting electronically, after specifying the reason entitling the absent Board member to attend electronically. The motion must

be approved by a vote of a majority of the Board members physically present at that meeting.

3. The Board member participating electronically, and other Board members must be able to communicate effectively, and any members of the public in attendance at the meeting in question must be able to hear all communications at the meeting site.
4. Board members may participate in a Board meeting without being physically present if physical attendance is prevented by:
 - a. personal illness or disability;
 - b. absence for personal employment purposes or for RSA business;
 - c. a family or other emergency; or
 - d. unexpected childcare obligations.
5. When one or more Board members participate in a meeting by electronic technology, all votes shall be by roll call.
6. A quorum cannot be created by means of participation by electronic technology. As a condition for a meeting to be conducted and for anyone to participate electronically, a quorum must be physically present at any meeting for the meeting.
7. When speaker phones are used to allow a Board member to participate in a meeting without being physically present, the Board member using the speaker phone must, each time before speaking, identify himself or herself by name and be recognized by the presiding officer.
8. The minutes of the meeting shall include all Board members recorded as either present or absent and whether the Board members were physically present, or present electronically.
9. Any voice, electronic, or other transmission by electronic technology made during a meeting of the Board by a Board member who is attending through electronic technology shall be made available to the public concurrent with such transmission, except for closed meetings.

SECTION 4: This Resolution shall be in full force and effect immediately upon its passage.