



## Electronic Meeting Policy

Library board members may participate electronically in Library board meetings, so long as the Library uses technology that permits simultaneous communication between board members and also permits the public to simultaneously attend and observe the meeting. No less than four (4) members must be physically present for any meeting in which any board members are participating electronically. A board member shall not attend more than two (2) consecutive meetings via electronic means and only half of the regularly scheduled board meetings during any given year, unless the reason to attend electronically is due to:

- military service;
- illness or other medical condition;
- death of a relative; or
- an emergency involving actual or threatened injury to persons or property.

Board members who are attending electronically shall be counted towards a quorum and, except as otherwise provided, may vote or otherwise take action on agenda items. A board member electronically participating in a meeting must be able to be both seen and heard using the designated electronic communication platform in order to take any final action. Notwithstanding the foregoing, a board member electronically participating in a meeting is not permitted to take final action if such action is an attempt to:

- adopt a budget;
- make a reduction in personnel;
- initiate a referendum;
- establish or increase a fee;
- establish or increase a penalty;
- use eminent domain authority; or
- establish, raise or renew a tax.

All votes taken during a meeting with electronic attendees shall be taken by roll call vote. Board members attending any meeting electronically shall notify the Library Director and the Board President no later than seventy-two (72) hours prior to such meeting so that it can be confirmed that the appropriate amount of board members will be present at the meeting and that proper notice of electronic access to, and participation in, the meeting is posted.

The minutes for meeting with electronic attendees shall reflect which board member(s) were attending in person and which were attending via electronic means, as well as identify the electronic communication platform or mechanism utilized for the meeting.

(Approved 8/17/2021)