

Policy on Meetings via Remote Attendance

WHEREAS, the Attorney General's Travel Control Board ("the Board") of the Office of the Illinois Attorney General believes it is in the best interest of its members, the Board, and interested stakeholders that the fullest participation and attendance in all meetings be achieved whenever feasible; and

WHEREAS, the use of telephone or electronic conferencing for meeting attendance and voting requirements, at least in some governmental meetings, is permissible so long as the meeting is conducted in accordance with the Open Meetings Act ("the Act"), 5 ILCS 120, *et seq.*; and

WHEREAS, the Act has been amended to allow public bodies that have authority to make binding recommendations or determinations, such as the Board, to permit members to attend meetings by other means than physical presence, so long as a quorum is physically present at the location of the meeting and the Board adopts specific procedural rules therefore; and

WHEREAS, the Board in any regular, special, or emergency meeting intends to comply with the provisions of the Act.

NOW, THEREFORE, BE IT RESOLVED, that the Board, having considered the aforesaid matters hereby adopts this policy, to be used when needed, to utilize the capabilities for conferencing by telephonic, electronic, or any other type of conferencing means ("remote attendance") for its meetings, and to adopt, establish, and set forth these Rules of the Board:

1. The Board and its members must comply with all pertinent provisions of the Act, including the proper notice of any regular or special meeting, the proper recordkeeping of each meeting, and the appropriate agenda preparation for each meeting. The use of closed sessions, if necessary, must comply with the Act.
2. The Board will employ sufficient security and identification procedures, either at the outset of any meeting or at any time during the meeting, as appropriate, to ensure that any member attending for discussion and voting purposes are in fact authorized members of the Board, with the right to speak and vote at a meeting.
3. The requirement of Section 7(a) of the Act that a quorum of Board members must be physically present at the location of the meeting shall apply because the Board does have the statutory authority to make binding recommendations or determinations.
4. A Board member may attend a meeting remotely if the member is prevented from physically attending because of: personal illness or disability; employment purposes or the business of the Board; and a family or other emergency.
5. A Board member attending a meeting remotely must notify the chair and/or the Board staff at least 24 hours prior to the meeting, unless advance notice is impractical, of their desire to attend remotely.
6. A majority vote of the Board must be held approving of the member's attendance remotely.

7. A member that has been approved to participate in the meeting remotely is entitled to vote as if they were personally and physically present at the site, provided a quorum is, in total, in attendance of the meeting. Members who are not physically present will have their votes reflected as having occurred via remote attendance.
8. As soon as it becomes apparent to the Secretary to the Board, or to a secondary designee if the Secretary to the Board is not available, that one or more members will attend a meeting remotely, all subsequent notices of that meeting will indicate that one or more members will or may be attending remotely. In the event that the notice of the meeting has been disseminated and posted in accordance with the Act, a subsequent notice indicating the above shall be substituted as soon as possible.
9. The minutes for any meeting at which a member attended remotely will identify whether attending members were physically present or attended remotely. The minutes will also include any other content required by the Act.
10. All meetings will be held at locations that are equipped with a suitable transmission system to ensure that the public audience, the members in attendance, and any other interested party will be able to hear any input, vote, or discussion of the meeting and that any member attending remotely shall have a similar capability to hear and participate in such input, vote, or discussion.
11. Prior to discussing a new matter of business, the Secretary to the Board, or a secondary designee if the Secretary to the Board is not available, will confirm with each member attending remotely that the telephonic or electronic connection is active and not muted.
12. When a motion is made, and seconded, and discussion regarding a motion begins, the Secretary to the Board, or a secondary designee if the Secretary to the Board is not available, will confirm with each member attending remotely that the telephonic or electronic connection is active and not muted.
13. Prior to closing discussion and voting on any motion, the Secretary to the Board, or a secondary designee if the Secretary to the Board is not available, will ask that any member attending by telephone, electronic conference, or other electronic means whether she or he has any additional comments, questions, or information to be added to the discussion. Such contributions will be recorded in the minutes as if the member(s) were physically present at the meeting location.
14. The Rules set forth above apply to all Board meetings.

Adopted: September 19, 2024

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