

FRANKFORT SQUARE PARK DISTRICT

ORDINANCE NO. 16-09-293

**AN ORDINANCE DEFINING MEETING AND
ADOPTING POLICIES FOR REMOTE PARTICIPATION**

Passed by the Board of Commissioners, February 18, 2016

Published in pamphlet form by authority of the Board of Commissioners
of the Frankfort Square Park District, Will County, Illinois,
this 18th day of February, 2016.

FRANKFORT SQUARE PARK DISTRICT
WILL COUNTY, ILLINOIS

I hereby certify that this document
was properly published on the date
stated above.

Park Board Secretary

ORDINANCE NO. 16-02-293

BE IT ORDAINED by the President and Board of Commissioners of the Frankfort Square Park District, Will County, Illinois, THAT:

**AN ORDINANCE DEFINING MEETING AND
ADOPTING POLICIES FOR REMOTE PARTICIPATION**

shall be, and is hereby, adopted as follows:

Section 1. BACKGROUND.

The Open Meetings Act, 5 ILCS 120/1 *et seq.* ("**OMA**"), defines a "meeting" and permits elected and appointed officials of the Park District to participate at public meetings by a means other than physical presence, provided the Park District adopts a policy that conforms to the requirements and restrictions of the OMA. In accordance with the requirements of the OMA, the Corporate Authorities desire to permit attendance of members of all boards, commissions, and committees of the Park District to participate in public meetings by means other than physical presence.

Section 2. DEFINITION OF MEETING; AMENDMENT.

A. The definition of "meeting" as used in any previous or existing ordinance, resolution, or policy shall be defined to mean:

Any gathering, whether in person or by video or audio conference, telephone calls, electronic means (such as, without limitation, electronic mail, electronic chat and instant messaging), or other means of contemporary interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business" or such other definition as shall be contained within the state statutes.

B. Any prior or existing definition of "meeting" set forth in any previous or existing ordinance, resolution, or policy shall be and is hereby repealed in its entirety and shall be replaced with the definition set forth in Subsection 2.B of this Ordinance.

Section 3. REMOTE PARTICIPATION POLICY; AUTHORIZATION.

A. The Remote Participation Policy attached as **Exhibit A** and, by this reference, made a part of this Ordinance, shall be and is hereby adopted as the official policy of the Park District regarding attendance of members of all Park District boards, commissions, and committees to participate in public meetings by means other than physical presence.

B. The Board President and Park Board Secretary shall be and are hereby authorized and directed to execute the Remote Participation Policies on behalf of each board, commission, and committee of the Park District.

Section 4. EFFECTIVE DATE.

This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

Passed and Approved this 18th day of February, 2016.

Board President

ATTEST:

Park Board Secretary

VOTES: (____)

AYES: (____)

NAYS: (____)

ABSENT: (____)

ABSTAIN: (____)

EXHIBIT A
Remote Participation Policy

FRANKFORT SQUARE PARK DISTRICT REMOTE ATTENDANCE POLICY
POLICY NO. 1

- Section 1. Policy Statement.** It is the policy of the Frankfort Square Park District (“*Park District*”) that a member of any group associated with this unit of government which is subject to the provisions of the Open Meetings Act (“*Covered Group*”) may attend and participate in any meeting of that Covered Group from a remote location via telephone, video or internet connection, provided that such attendance and participation is in compliance with this policy and any other applicable laws.
- Section 2. Definition of Meeting.** As used in these policies, the word “meeting” shall have the meaning ascribed to it in Subsection 2.A of Ordinance No. 16-02-293, approved and adopted by the Corporate Authorities on February 18, 2016, as it may or has been amended from time to time.
- Section 3. Prerequisites.** A member of the Covered Group shall be provided the opportunity to attend an open or closed meeting or only one of such meetings from a remote location if the member meets the following conditions and a majority of a quorum of the Covered Body votes to approve the remote attendance:
- (i) The member must notify the recording secretary or clerk of the Covered Body at least 24 hours before the meeting unless advance notice is impractical;
 - (ii) The member must meet one of three reasons described herein why he or she is unable to physically attend the meeting, including either: (a) that the member cannot attend because of personal illness or disability; (b) the member cannot attend because of employment purposes or the business of the Park District; or (c) the member cannot attend because of a family or other emergency; and
 - (iii) A quorum of the Covered Body must be physically present at the location of the public meeting.
- Section 4. Voting Procedures.** After roll call, a vote of the Covered Body shall be taken, considering the prerequisites set forth in Section 2, on whether to allow an off-site member to participate remotely. All of the members physically present at the location of the meeting are permitted to vote on whether remote participation will be allowed. A vote may be taken to permit remote participation for a stated series of meetings if the same reason applies in each case. Otherwise, a vote must be taken to allow each remote participation.
- Section 4. Quorum and Vote Required.** A quorum must be established by members physically present at the location of any meeting before it can

be considered whether to allow a member to participate in the meeting remotely. A vote of a majority of a quorum shall be necessary to decide the issue. For the meeting to continue there shall always need to be a quorum physically present.

Section 5. Minutes. The member participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference, for that meeting if the member is allowed to participate. The meeting minutes shall also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

Section 6. Rights of Remote Member. The member permitted to participate remotely 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 remote member shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any remote member shall be called during any vote taken, and his or her vote counted and recorded by the Secretary and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member.

Section 7. Closed Meetings. A quorum of members must be physically present at any closed meeting. Members participating remotely shall otherwise be entitled to participate in closed meetings by video or audio conference. A separate vote shall be taken to permit a member to participate remotely in any closed session.

Section 8. Costs. A member participating remotely via telephone shall be reimbursed for the cost of the telephone call upon submission of a telephone bill highlighting the particular charge. Any other costs associated with remote participation, including video conferencing and other audio and video equipment, must be approved by the Board of Commissioners.

This policy is effective as of February 18, 2016.

Board President

ATTEST:

Park Board Secretary