



REMOTE MEETING ATTENDANCE POLICY

RESOLUTION # 2023 - 04 A RESOLUTION OF THE TOWNSHIP OF RIVER FOREST ADOPTING THE REMOTE MEETING ATTENDANCE POLICY

WHEREAS, the Illinois Open Meetings Act (5 ILCS 120) establishes "Meetings" as any gatherings, where in person or by video or audio conference, telephone call; and all Meetings required by said Act to be public shall be held at specified times and places which are convenient and open to the public; and

WHEREAS, the River Forest Board of Trustees is a 5-member public body where 3 members of the body constitute a quorum; and

WHEREAS, 5 ILCS 120/7 establishes attendance by means other than physical presence when a quorum of the members of the public body is physically present; and

WHEREAS, in order to publicly declare a commitment to full disclosure and to express concern for the common good and wellbeing of all residents of River Forest, the Board of Trustees of the River Forest Township have determined it to be in the best interests of the Township to adopt this Resolution.

NOW, THEREFORE, be it resolved by the River Forest Township Board of Trustees as follows:

Section 1. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. The Remote Meeting Attendance Policy, included as Exhibit A to this Resolution, is hereby adopted.

Section 3. Repeal of Conflicting Provisions. All Resolutions and policies or parts thereof, in conflict with the provisions of this Resolution are, to the extent of the conflict, expressly repealed on the effective date of this Resolution.

Section 4. Severability. If any provision of this Resolution or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Resolution. Each invalid provision or invalid application of this Resolution is severable.

Section 5. The Township Clerk is directed to have the elected officials and committee members of River Forest Township sign the Remote Meeting Attendance Policy and adhere to it in all official meetings.




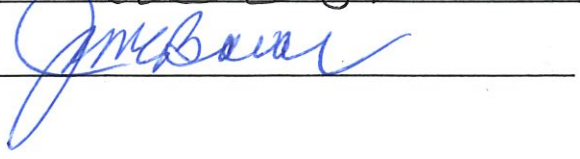
REMOTE MEETING ATTENDANCE POLICY

	AYE	NAY	ABSTAIN	ABSENT
Carla Sloan	<u>X</u>	_____	_____	_____
Helene Connolly	<u>X</u>	_____	_____	_____
Deanna Herrman	<u>X</u>	_____	_____	_____
Keith Strom	<u>X</u>	_____	_____	_____
Karen Taubman	<u>X</u>	_____	_____	_____

PASSED THIS 14 day of November, 2023

APPROVED THIS 14 day of November 2023

Signature of Township Supervisor 

Attested by Township Clerk 





REMOTE MEETING ATTENDANCE POLICY

EXHIBIT A

- I. The River Forest Township will allow Remote Meeting Attendance when a quorum of Members of the public body is physically present.
 - A. Remote Meeting Attendance is allowed for any elected or appointed official (each a "Member"), including the Township Supervisor or Township Clerk although the Township Supervisor and Township Clerk should make best efforts to always be physically present.
 - B. Remote Meeting Attendance is by video or audio conference.
 - C. Subject to the requirements of the Open Meetings Act Section 2.06, an open or closed Meeting may be conducted by audio or video conference, without the physical presence of a quorum when certain conditions are met.
- II. Remote Meeting Attendance, in times where there is no disaster, is only allowed if the Member is prevented from physically attending the public meeting because of:
 - A. Personal illness or disability;
 - B. Employment purposes or the business of the public body;
 - C. A family or other emergency; or
 - D. Unexpected child care obligations.
- III. If a Member wishes to attend a meeting by video or audio conference, the Member must notify the Township Clerk, or in the case of a Committee Meeting, the recording secretary, at least 1 hour before the public meeting unless advance notice is impractical.
- IV. After it has been determined that a quorum is physically present, the Township Clerk or recording secretary must:
 - A. Personally ascertain the identity of the member attending remotely;
 - B. Require a roll-call vote for any items requiring a vote (other than the approval of minutes); and
 - C. Ensure the meeting does not enter an Executive Session or other closed meeting with a remote attendee.
- V. River Forest Township meetings shall always be available for public participation via video or audio conference. Any individual with a disability requesting reasonable accommodation in order to participate in a public meeting should contact the Township Clerk at least 24 hours in advance of the scheduled meeting. Every effort will be made to allow for meeting participation.
- VI. Elected officials and committee members are required to sign a written acknowledgement that they have received, read and understand this Policy and to submit that acknowledgement to the Township Clerk.



REMOTE MEETING ATTENDANCE POLICY

Acknowledgement of Receipt and Understanding of the River Forest Township Remote Attendance Policy

Please acknowledge receipt and review of the River Forest Township Remote Attendance Policy by completing the following and returning it to the Township Clerk.

I confirm that I have received, read and understand the Remote Attendance Policy. I understand that if I have any questions, I may contact the Township Attorney. I have signed and dated this acknowledgement to confirm my support for the Remote Attendance Policy.

Printed Name: _____

Signature: _____

Title / Role: _____

Date: _____