



CHAPTER 1	SECTION NO.
Board of Trustees	1.05
REFERENCE	<i>Adopted: October 12, 2010</i>
1.05.06 Electronic Attendance	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

If a quorum of the members of the public body are physically present as required by *Illinois Public Community College Act*, 5ILCS 120/2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of:

1. personal illness or disability
2. employment purposes or the business of the public body
3. a family or other emergency

“Other means” is by video or audio conference and the voice of the conferencing member must broadcast at the meeting so that the voice is audible to the entire audience. When a member attends electronically he/she shall be entitled to provide voice votes and attend closed sessions.

If a member wishes to attend a meeting electronically, the member must notify the Board Secretary at least 48 hours before the meeting, unless advanced notice is impractical. The Executive Assistant to the President is hereby designated as the agent of the Board Secretary for purposes of receiving such notice. The notice shall include an explanation of why the member cannot attend, with reference to one of the three categories specified above. The Board allows electronic attendance for qualifying reasons listed in the Open Meetings Act. The audio or video equipment shall be activated at the beginning of the meeting, or at the time requested by the Board member (5 ILCS 120/7).