

Title: Electronic Board Meeting Attendance Policy

Effective Date: 05/25/21

Authorized By: Library Board of Trustees

Date of Last Revision: 06/19/2024

The purpose of this policy is to outline the requirements and allowances for electronic attendance at Library Board meetings. This policy applies only to members of the Library Board of Trustees.

This policy is based on the relevant sections of IC 5-14. Any changes to the legal requirements supersede any part of this policy. Any elements of IC 5-14 not explicitly stated in this policy will still be in force.

In emergency situations, state or local officials may modify the requirements of IC 5-14. Any such modifications will supersede this policy as long as they are in force.

Electronic Attendance

Library Board members will be allowed to attend meetings electronically at any time. Members attending electronically will retain all of the voting rights of in-person members.

Electronic attendance must be in a format in which the member can be seen and heard by all other members and the public. Members must be able to speak and respond to other members and the public.

Board members will be responsible for any equipment needed to attend meetings electronically.

Electronic participation in meetings is not permitted if the board is attempting to take final action 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
- Establish, raise, or renew a tax

Requirements

A quorum of members must attend in-person for the meeting to be considered official.

Board members may attend up to two consecutive meetings electronically and then they must attend at least one meeting in person. Board members may attend no more than half of the meetings scheduled for the year electronically.

- Exceptions will be made in the case of:
 - Military service
 - Illness or other medical condition

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- Death of a relative
- Emergency involving actual or threatened injury to persons or property

Members must inform the Library Board President and the Library Director of their intention to attend electronically no less than 9 days prior to the scheduled meeting. In emergency situations, members may attend electronically without notice, however they will not be allowed to vote.

Meeting minutes for a meeting where a board member attends electronically must:

- state the name of each board member
 - who was present in person
 - who attended the meeting by electronic means
 - who was absent
- identify the electronic communication mechanism used for the meeting

Voting

Members attending electronically will be allowed to vote as normal only if they can be both seen and heard in the meeting.

All votes taken when a member is attending electronically must be conducted through a roll call.

Electronic Signatures

Electronic signatures will have the same force and effect as a handwritten signature.

The Library will provide the means to obtain electronic signatures as needed.