

RESOLUTION NO. R-25-4

**A RESOLUTION AUTHORIZING
REMOTE PARTICIPATION OF MEMBERS
IN MEETINGS OF THE BOARD VIA ELECTRONIC MEANS**

WHEREAS, the Milton Township Community Mental Health Board ("Board") is organized and existing pursuant to the Illinois Community Mental Health Act, 405 ILCS 20/0.01 ("Mental Health Act") and

WHEREAS, pursuant to the Mental Health Act, 405 ILCS 20/3e, the Board is subject to the provisions of the Illinois Open Meetings Act, 5 ILCS 120 *et seq.* ("Act"); and

WHEREAS, pursuant to section 7 of the Act, a member of a public body may participate in any meeting of the public body by means of remote participation, if such participation is authorized by the public body; and

WHEREAS, because of scheduling conflicts and unforeseen emergencies or events, Members of the Board are occasionally unable to attend meetings of the Board in person; and

WHEREAS, in conformance with the Act, the Board hereby adopts rules for participation by Board Members in meetings of the Board via remote means, when such Member(s) are unable to attend meetings of the Board in person and have expressed their ability and willingness to attend the Board meeting(s) via telephone or other electronic means; and

WHEREAS, the Board has reviewed the matter stated herein and has determined that it is necessary and reasonable to adopt a policy for purposes of remote participation to conform with the requirements of the Act.

NOW, THEREFORE, BE IT RESOLVED by the Milton Township Community Mental Health Board as follows:

Section 1: The foregoing recitals are incorporated herein by reference.

Section 2. The Board hereby adopts a Policy entitled, "*Policy For Conduct of Meetings of the Milton Township Community Mental Health Board Via Electronic Means*" as set forth herein.

I. Meeting Defined. The Act defines the term "meeting" as "any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum

of the members of a public body held for the purpose of discussing public business or, for a 5-member public body, a quorum of the members of a public body held for the purpose of discussing public business."

II. Remote Participation Policy. Any Member of the Board may attend and participate in any meeting of such public body, as defined in the Act, from a remote location via telephone, video or internet connection provided that such attendance and participation is in compliance with the Remote Participation Policy set forth herein and any other applicable laws, and to the extent the Board can accommodate the nature of the remote participation.

A. Prerequisites. A Member shall be provided the opportunity to attend any meeting of the Board from a remote location if the Member meets the following conditions and a majority of the Members present at a meeting vote to approve the remote attendance:

1. the Member must notify the Board Secretary or his/her designee at least 24 hours before the meeting unless advance notice is impractical.
2. the Member must be able to hear those present at the meeting, and the Members and public physically present at the meeting must be able to hear the Member participating remotely.
3. the Member must assert one of four reasons described herein why he or she is unable to physically attend the meeting, including either (1) the Member cannot attend because of personal illness or disability; (2) the Member cannot attend because of employment purposes or the business of the Board; (3) the Member cannot attend because of a family or other emergency; (4) the Member cannot attend because of unexpected childcare obligations; and
4. a quorum of the Board must be physically present at the meeting.

B. Voting Procedures. After roll call, a vote of the Board shall be taken, considering the prerequisites set forth in Section A (3) above, on whether to allow an off-site Member to participate remotely. All of the Members physically present 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 to each case. Otherwise, a vote must be taken to allow each remote participation.

C. Quorum and Vote Required. A quorum must be established by the Board with Members physically present at any meeting before it can be considered whether to allow a Member to participate in the meeting remotely. A vote of a majority of the Members present shall be necessary

to decide the issue. For the meeting to continue, there shall always need to be a quorum physically present.

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

E. 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. 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 recording 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, provided the member attending remotely shall announce his or her leaving and returning.

Section 3. That all ordinances and resolutions, or parts thereof in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

This Resolution shall be in full force and effect immediately upon its passage.

PASSED this 28 day of January 2025.

Ayes: 7 Nays: 0 Absent: 0

Sharon Hartnett

President

Attested and Signed in my office this 28 day of January 2025.

Christine Evans

Secretary