




VILLAGE OF OAK PARK
LAW DEPARTMENT

MEMORANDUM

To: Honorable Mayor Anan Abu-Taleb and Board of Trustees
cc: Cara Pavlicek, Village Manager
From: Paul L. Stephanides, Village Attorney 
Date: April 5, 2017
Re: Electronic Attendance at Board Meetings

INTRODUCTION

As part of the Trustees orientation, this memorandum addresses the procedures for electronic attendance at Board meetings by Trustees.

DISCUSSION

The Illinois Open Meetings Act was amended in 2006 to allow for electronic attendance at Board meetings. 5 ILCS 120/7. In order to attend a meeting electronically, a Trustee must be unable to attend in person due to: (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency. 5 ILCS 120/7(a). If one of these categories is met, a Trustee can attend the meeting by video or audio conference. *Id.*

A quorum of the Trustees (four or more) must be physically present at the meeting in order for a Trustee who is unable to attend to participate by electronic means. *Id.* Prior to an applicable meeting, the Trustee who wishes to attend electronically must notify the Village Clerk before the meeting "unless advance notice is impractical." 5 ILCS 120/7(b).

The Village adopted rules that mirror these statutory requirements pursuant to Resolution Number 2006-R-242. In addition to the statutory requirements, the Village's rules provide that the written minutes of the applicable meeting shall record whether the members were physically present or present by means of video or audio conference.

CONCLUSION

The Village allows electronic attendance at Board meetings subject to the above requirements. If you have specific questions, please do not hesitate to contact me.