



WESTCHESTER PUBLIC LIBRARY

Electronic Meeting Policy

This policy follows stipulations mandated by House Enrolled Act (HEA) 1437, effective April 20, 2021, regarding electronic meetings and electronic signatures of Library Trustees.

Westchester Public Library Trustees may participate in meetings electronically, be counted toward quorum, and vote, *as long as* all of the following conditions are met:

- the Library uses technology that permits simultaneous communication between Trustees;
- Trustees must be able to be both seen and heard in order to participate in any final action (vote);
- all votes taken during a meeting with any number of Trustees attending electronically must be taken by full roll call;
- at least half of the Trustees must be present *in-person* at each meeting (in a 7-member Library Board of Trustees, at least 4 Trustees must attend the meeting in-person);
- the Library uses technology that permits the public to simultaneously attend and observe the meeting. Note: The Library is not required nor shall it permit the public to attend Executive Session meetings conducted electronically;
- if a statute requires a manual signature for attesting or authenticating an obligation issued by the Library, an electronic signature of a Trustee will have the same force and effect as a manual signature.

Note: If a Trustee or a member of the public experiences technology failure during the meeting, this shall not prevent the meeting from continuing and shall not invalidate meeting actions or votes as long as there is a quorum of Trustees still able to participate and as long as the voting requirements of the Library Board bylaws are met.

Trustees are required to notify the Library Board President and the Library Director *no less than* 48-hours prior to scheduled regular meeting to advise that the Trustee will be attending electronically, in order that the Library may ensure that appropriate technology measures and public notices are put in place for said meeting. Note: This requirement of 48-hours' notice is excused for meetings called to handle emergencies.

- Trustees may *not* attend more than half of Library Board meetings electronically during any given calendar year *unless* the reason is due to:
 - military service;
 - illness or other medical condition;
 - death of a relative; or
 - an emergency involving actual or threatened injury to persons or property.
- The Library Board cannot prohibit a Trustee from attending consecutive meetings by electronic communication, however, a Trustee may attend two consecutive meetings electronically but must then attend at least one meeting in-person before attending another meeting electronically, unless the reason for attending electronically is due to:
 - military service;
 - illness or other medical condition;
 - death of a relative; or
 - an emergency involving actual or threatened injury to persons or property.
- Electronic participation in meetings is *not* permitted if the Library 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, or
 - establish, raise, or renew a tax.
- Meeting memoranda (Minutes) for a meeting where *any* Trustee attends electronically must:
 - state the name of each Trustee and state who was present in-person and who attended the meeting electronically;
 - state who was absent; and
 - identify the electronic communication mechanism used for the meeting.

During **disaster emergencies** officially declared by the State Governor or Local Government Officials, the *entire* Library Board may meet electronically until the disaster or emergency is officially declared terminated.

During such disaster emergency, the Library Board may meet using any form of electronic communication as long as the meeting meets the following criteria:

- at least a quorum of Trustees participates in the meeting electronically;
- the public is able to simultaneously attend and observe the meeting (unless it is an Executive Session); and
- votes are taken by full roll call.

Meeting memoranda (Minutes) taken during a disaster emergency meeting must:

- state the name of each Trustee and state who was present in-person and who attended the meeting electronically;
 - state who was absent; and
 - identify the electronic communication mechanism used for the meeting.
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