

## AGENDA ITEM 4.

### ELECTRONIC ATTENDANCE OF PUBLIC MEETING

**Submitted for:** Action

**Summary:** Pursuant to the Illinois Open Meetings Act, 5 ILCS 120/7, Commissioners are permitted to attend Commission by means other than physical presence. Under the Open Meetings Act, the definition of “Meeting” includes “any gathering, whether in person or by video or audio conference, telephone calls, electronic means (such as, without limitation, electronic mail, electronic chat and instant messaging), or other means of contemporary interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business”. The Commission desires to permit attendance of Commissioners by means other than physical presence in compliance with the Open Meetings Act.

**Action Requested:** That the Commission adopt the following resolution:

“**BE IT RESOLVED** that the Commission hereby adopts the Electronic Attendance of Meetings Policy, attached hereto, that permits Commissioners to attend and participate in any meeting of the Commission via electronic means.”

ILLINOIS STUDENT ASSISTANCE COMMISSION  
ELECTRONIC ATTENDANCE OF MEETINGS POLICY

- Section 1. Policy Statement. It is the policy of the Illinois Student Assistance Commission that any member of the Commission may attend and participate in any open or closed meeting of the Commission via electronic means (such as by telephone, video or internet connection) provided that such attendance and participation is in compliance with this policy and any other applicable laws.
- Section 2. Prerequisites. A member of the Commission may attend a meeting electronically if the member meets the following conditions: A quorum is physically present throughout the meeting; and, a majority of those physically present votes to approve the electronic attendance of the meeting.
- (a) The member should notify the Recording Secretary at least 24 hours before the meeting so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance.
  - (b) The member must assert one of the following three reasons why he or she is unable to physically attend the meeting,
    - (1) The member cannot attend because of personal illness or disability; or
    - (2) The member cannot attend because of employment purposes or the business of the Commission; or
    - (3) The member cannot attend because of a family or other emergency.
  - (c) At the meeting the Recording Secretary shall inform the Commissioners of the request for electronic attendance.
- Section 3. Voting Procedures. After a roll call establishing that a quorum is physically present, the Chairperson or other presiding Commissioner shall call for a motion that a member may be permitted to participate electronically after specifying the reason entitling the absent member to participate electronically. All of the members physically present are permitted to vote on whether electronic attendance will be allowed. The motion must be approved by a vote of a majority of those physically present.
- Section 4. Adequate Equipment Required. The member participating electronically and other members of the Commission must be able to communicate effectively, and members of the audience must be able to hear all communications. Before approving electronic attendance at any meeting, the Commission shall provide equipment adequate to accomplish this objective.
- Section 5. Minutes. Any member participating electronically shall be considered an off-site participant and counted as present electronically for that meeting if the member is allowed to participate. The meeting minutes shall also reflect and state specifically whether each member is physically present or by electronic means.

Section 6. Rights of Remote Member. A member permitted to participate electronically 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 and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically 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 electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

Section 7. This policy shall also apply to the *College Illinois!* Investment Advisory Panel and any panel or committee established by authority of the Commission.