

PARK RIDGE BOARD OF FIRE AND POLICE COMMISSIONERS

RESOLUTION NO. 2022-06

A RESOLUTION ADOPTING PROCEDURES FOR REMOTE PARTICIPATION

WHEREAS, the Open Meetings Act's definition of a "meeting" permits attendance of members of the public body at public meetings by a means other than physical presence; and

WHEREAS, the Park Ridge Board of Fire and Police Commissioners seeks to adopt a policy that conforms to the requirements of the Open Meetings Act, 5 ILCS 120/7, to permit attendance by a means other than physical presence; and

WHEREAS, the Park Ridge Board of Fire and Police Commissioners desires to permit attendance of Board members at meetings by means other than physical presence in compliance with the Open Meetings Act; and

WHEREAS, the Park Ridge Board of Fire and Police Commissioners finds that it is necessary that any existing ordinances, resolutions or policies be amended to redefine the term "meeting" to include electronic gatherings as defined in Section 120/1.02 of the Open Meetings Act.

NOW, THEREFORE, BE IT RESOLVED BY THE Park Ridge Board of Fire and Police Commissioners as follows:

SECTION 1: Recitals. The above-stated recitals are incorporated herein by reference.

SECTION 2: Definition of Meeting. The term "meeting" as used in any existing Park Ridge Board of Fire and Police Commissioners resolutions, ordinance or rules shall be defined to mean, "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" or such other definition as shall be contained within the state statutes.

SECTION 3: Amendment of Previous Terms. The definition of "meeting" set forth in Section 2 shall supersede and replace any other definition used in any previous or existing ordinance, resolution, or policy.

SECTION 4: Remote Participation Policy. The Park Ridge Board of Fire and Police Commissioners hereby adopts the Remote Participation Policy, attached hereto, that permits a member of the public body to attend and participate in any meeting of a public body as defined in the Open Meetings Act from a remote location via telephone, video or internet connection provided that such attendance and participation is in compliance with the policy and any applicable laws.

SECTION 5: Effective Date. This Resolution shall be in full force and effect from after its passage, approval and publication in pamphlet form in a manner provided by law.

Passed by the Corporate Authorities of the Park Ridge Board of Fire and Police Commissioners, on December 8, 2022, pursuant to a roll call vote as follows:

AYES: Chair Anderson, Commissioner McMahon, Commissioner Riordan, Vice-Chair Sandrik

NAYES: None.


ABSTAIN: Commissioner McNamara

ABSENT:

Approved by
this 8th day of December, 2022


Board Chair, Mark Anderson

ATTEST:



Board Secretary, Katharine Darr

PARK RIDGE BOARD OF FIRE AND POLICE COMMISSIONERS
REMOTE PARTICIPATION POLICY

- Section 1. Policy Statement.** It is the policy of the Park Ridge Board of Fire and Police Commissioners that a member of the Board (or any committee associated with the Park Ridge Board of Fire and Police Commissioners which is subject to the provisions of the Open Meetings Act) may attend and participate in any open or closed meeting of that covered body from a remote location via 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 Board will be provided the opportunity to attend an open and closed meeting from a remote location if the member meets the following conditions and a majority of a quorum of the Board votes to approve the remote attendance:
- (i) The member must notify the recording secretary of the Board at least 24 hours before the meeting unless advance notice is impractical.
 - (ii) The member must meet one of three 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 Park Ridge Board of Fire and Police Commissioners; or
 - (3) the member cannot attend because of a family or other emergency.
 - (iii) A quorum of the Board must be physically present at the location of the meeting as posted in the meeting notice.
- Section 3. Voting Procedures.** After roll call, a vote of the Board will be taken, considering the prerequisites set forth in Section 2, on whether to allow an off-site board 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 in each case. Otherwise, a vote must be taken to allow each instance of remote participation.
- Section 4. Quorum and Vote Required.** A quorum must be established by 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 a quorum will be necessary to decide the issue. For the meeting to continue there must always need to be a quorum physically present.
- Section 5. Minutes.** The member participating remotely will be considered an off-site participant and counted as present by means of video or audio conference, for that meeting if the member is allowed to participate. The meeting minutes of the Park Ridge Board of Fire and Police Commissioners will also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

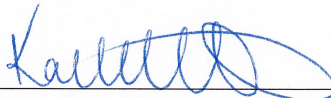
- Section 6. Rights of Remote Member.** The member permitted to participate remotely will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The remote member will be heard, considered, and counted as to any vote taken. The name of any remote member will be called during any vote taken, and his or her vote counted and recorded by the 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.
- Section 7. Roll Call Vote.** All votes taken at meetings where a member is attending remotely will be by roll call vote.
- Section 8. Meetings.** The term “meeting” as used in this Policy refers to 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 purposes of discussing public business.
- Section 9. Closed Meetings.** A quorum of the Park Ridge Board of Fire and Police Commissioners members must be physically present at any closed meeting. Members participating remotely will otherwise be entitled to participate in closed meetings by video or audio conference.

This policy is effective this 8th day of December, 2022.



Board Chair, Mark Anderson

ATTEST:



Board Secretary, Katharine Darr