

ZONING BOARD OF APPEALS
RULES FOR REMOTE
PARTICIPATION IN MEETINGS



The term "meeting" as applied to any public body of the Village of Barrington Hills as defined in the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*, 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 Illinois Open Meetings Act as amended from time to time.

Remote Participation

Any member of a public body of the Village of Barrington Hills may attend and participate in any meeting of such public body from a remote location via telephone, video, or internet connection provided that such attendance and participation is in compliance with the Remote Participation Rules as set forth herein.

Prerequisite to Remote Participation

A member of a Public Body of the Village shall be provided the opportunity to attend an open and/or closed meeting from a remote location if the member meets the following conditions and a majority of the members present of the Public Body votes to approve the remote attendance.

- (1)** The member must notify the recording secretary or Clerk of the Public Body at least 24 hours before the meeting unless advance notice is impractical.

- (2)** The member must assert one of three reasons described herein why he or she is unable to physically attend the meeting, including either:
 - (a)** That the member cannot attend because of personal illness or disability; or
 - (b)** The member cannot attend because of employment purposes or the business of the Village of Barrington Hills; or
 - (c)** The member cannot attend because of a family or other emergency; and

- (3)** A quorum of the Public Body must be physically present.

Voting Procedures

After roll call, a vote for the Public Body shall be taken, considering the prerequisites set forth hereinabove, 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.

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 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.

Minutes

The member participating remotely shall 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 shall also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

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 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 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 electronically shall announce his or her leaving and returning.

Closed meetings

A quorum of the members of the Public Body must be physically present at any closed meeting. Members participating remotely shall otherwise be entitled to participate in closed meetings by video or audio conference as provided above.