Poplar Creek Public Library District

Remote Attendance Policy

It is the policy of the Poplar Creek Public Library District (PCPLD) that a member of the Board of Trustees (which is subject to the provisions of the Open Meetings Act) may attend and participate in any open or closed meeting of the PCPLD Board of Trustees 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.

A. Prerequisites. A member of the PCPLD Board of Trustees shall be provided the opportunity to attend an open and closed meeting or only one such meetings from a remote location if the member meets the following conditions and a majority of a quorum of the Board of Trustees votes to approve the remote attendance.

1. The member must notify the President of the Board of Trustees at least twenty-four (24) hours before the meeting unless advance notice is impractical.
2. The member must meet one of three reasons described herein why he or she is unable to physically attend the meeting.
    a. the member cannot attend because of personal illness or disability
    b. the member cannot attend because of employment purposes or the business of PCPLD
    c. the member cannot attend because of a family or other emergency
3. A quorum of the Board of Trustees must be physically present.

B. Voting Procedure. After roll call, a vote of the Board of Trustees shall be taken, considering the prerequisites set forth in paragraph (A), 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 remote participation.

C. Minutes. The meeting minutes of the PCPLD board meeting shall reflect and state specifically whether each member is physically present, present by video, or present by audio means.

Adopted by the PCPLD Board of Trustees on September 20, 2018; November 21, 2019; November 18, 2021; March 16, 2023