

ORDINANCE NO. 2018-10-08-01

AN ORDINANCE AMENDING THE VILLAGE OF SHEFFIELD MUNICIPAL CODE
TO PROVIDE AMENDMENTS RELATING TO REMOTE ATTENDANCE POLICY

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF
SHEFFIELD:

SECTION 1: §2-1-41 and §2-1-42 are deleted from the Village Code.

SECTION 2: Pursuant to 5 ILCS 120/7 a new §2-1-41 is hereby added to the Village Code of
the Village of Sheffield which is as follows:

§2-1-41 Remote Attendance Policy

The following policy shall apply to meetings of the Board of Trustees:

- A. **Policy Statement.** It is the policy of the Village that any Trustee of the Village may attend and participate in any open or closed meeting of the Village 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.
- B. **Prerequisites.** A Trustee of the Village may attend a meeting from a remote location if the Trustee meets all of the following conditions:
- a. A quorum is physically present throughout the meeting.
 - b. The Trustee shall notify the Clerk 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.
 - c. The Trustee must assert one of the following three reasons why he or she is unable to physically attend the meeting.
 - i. The Trustee cannot attend because of personal illness or disability; or
 - ii. The Trustee cannot attend because of employment purposes or the business of the Village; or
 - iii. The Trustee cannot attend because of a family or other emergency.
 - d. If the meeting is an Executive Session the Trustee must comply with the requirements of §2-1-41 (H).
- C. **Voting Procedures.** The Trustee will be deemed authorized to attend the meeting electronically unless a motion objecting to the Trustee's electronic attendance is made, seconded and approved by two-thirds

Executive Session Meeting that occurs at the public meeting, by video or audio conference, in the same manner as at an open meeting if and only if the Trustee remotely participating is physically in a room or area that is secure. The word "secure" is hereby defined as an environment in which the Trustee who is participating remotely believes is private so that the conversations that occur are not subject to disclosure to anyone other than those who are participating, either personally or remotely, at the Executive Session. In the absence of such security, the Trustee remotely attending the public session may not attend the Executive Session.

SECTION 2: If any section or part of this Ordinance is held invalid, it shall not affect the validity of the remainder of this Ordinance.

SECTION 3: This Ordinance shall be effective immediately.

SECTION 4: The Village Code of the Village of Sheffield, as amended by this Ordinance, shall remain in full force and effect and all previous amendments to the Village Code shall remain in force and effect except as modified by this Ordinance.

PASSED in due form on a roll call vote by the Board of Trustees of the Village of Sheffield at a duly held meeting on the 8th day of October, 2018.

APPROVED:



President of the Board of Trustees of
The Village of Sheffield

ATTEST:

Adrienne A. Rie's
Village Clerk

AYES: 5
NAYS: 1
ABSENT: _____