

RESOLUTION NO. _____

LISLE TOWNSHIP, DUPAGE COUNTY, ILLINOIS

RESOLUTION TO ADOPT A PROCEDURE FOR ATTENDING MEETINGS BY TELEPHONE

WHEREAS, the Board of Trustees (the "Board") of Lisle Township, DuPage County, Illinois (the "Township") must meet on a regular basis in order to govern the Township; and

WHEREAS, members of the Board are periodically unavailable to attend meetings in person; and

WHEREAS, the Board desires to adopt a policy to allow members to attend meetings by telephone or other electronic means; and

WHEREAS, in order to comply with the Illinois Open Meetings Act, protect the integrity of the meeting, and prevent prejudice to any member of the Board or public, this policy shall govern the conduct of meetings of Lisle Township using electronic means.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees of Lisle Township, DuPage County, Illinois, as follows:

A Board member, Supervisor, Assessor or Highway Commissioner ("Absent Official") may attend a meeting without being physically present if the following conditions are met:

1. Public notice of the meeting and agenda must be given in accordance with the Open Meetings Act.
2. The Absent Official must notify the Township Supervisor or Township Clerk sufficiently in advance of the meeting to allow adequate time to prepare the meeting room.
3. The Absent Official must provide a telephone number where he or she can be reached, and must be available when contacted prior to the start of the meeting. The telephone of the Absent Official must provide a clear connection, and be in a location with relatively no background noise.
4. The presiding officer, and a quorum of the Board and Supervisor, must be physically present at the meeting.

5. The presiding officer of the meeting must announce prior to the roll call being taken that one or more Board members or officials are participating by speakerphone or other electronic means.
6. The Absent Official(s) must answer the roll call, and state that he or she is unable to attend in person due to either illness or disability, employment purposes, or a family or other emergency.
7. The Absent Officials(s) must be able to hear all comments made by officials in attendance, by other Absent Officials, and from the podium or audience if public comments are expected.
8. All Board members and persons present at the meeting, including the public, must be able to hear the comments of the Absent Official(s).
9. The Absent Officials(s) must have been provided, prior to the meeting, a copy of any documents to be considered, or else such documents shall be read verbatim or otherwise conveyed during the meeting.
10. All votes shall be taken by roll call.
11. Minutes shall be taken by a person who is physically present at the meeting.

Approved this ____ day of _____, 2010.

LISLE TOWNSHIP

Supervisor

SEAL

Clerk