

**AN ORDINANCE AMENDING DIVISION 2, ENTITLED  
"RULES OF PROCEDURE," OF ARTICLE II, ENTITLED "COUNCIL,"  
OF CHAPTER 2, ENTITLED "ADMINISTRATION," OF THE CODE OF  
ORDINANCES OF THE CITY OF ROLLING MEADOWS BY ADDING THERETO  
SECTION 2-114, ENTITLED "ATTENDANCE AT MEETINGS BY MEANS  
OTHER THAN PHYSICAL PRESENCE (REMOTE ATTENDANCE)"**

**WHEREAS**, Section 7 of the Open Meetings Act (5 ILCS 120/7) provides for the attendance at meetings of the public by means other than physical presence, such as video or audio conference under certain circumstances; and

**WHEREAS**, the corporate authorities find it advisable, necessary and in the best interest of the City to adopt a policy for the attendance at meetings of the City Council by video or audio conference and desire to amend Division 2, entitled "Rules of Procedure," of Article II, entitled "Council," of Chapter 2, entitled "Administration," of the Code of Ordinances of the City of Rolling Meadows by adding thereto Section 2-114, entitled "Attendance at meetings by means other than physical presence (remote attendance)."

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Rolling Meadows, Cook County, Illinois, as follows:

**Section 1.** Division 2, entitled "Rules of Procedure," of Article II, entitled "Council," of Chapter 2, entitled "Administration," of the Code of Ordinances of the City of Rolling Meadows is hereby amended by adding thereto Section 2-114, as follows:

**Sec. 2-114 Attendance at meetings by means other than physical presence (remote attendance)**

(a) Qualifications for Remote Attendance:

- (1) Although the expectation is that the members of the City Council physically attend all meetings of the City of Rolling Meadows, the City Council may allow an Alderman or the Mayor to attend an open or closed meeting of the City Council by means other than physical presence ("remote attendance") if the requirements of this Section are met.

- (2) If a quorum of the City Council is physically present, as required by Section 2.01 of the Open Meetings Act (5 ILCS 120/2.01), and upon a majority vote of the City Council physically present, an Alderman or the Mayor may attend an open or closed meeting of the City Council by other means (“remote attendance”), if the Alderman or Mayor is prevented from physically attending because of (i) personal illness or disability; (ii) employment purposes or the business of the City; or (iii) a family or other emergency. “Other means” is by electronic means (e.g., video or audio conference). The following rules shall govern the remote attendance of meetings.
- (3) No more than two (2) members of the City Council may attend the same meeting through the use of remote means. If two members of the City Council attend the same meeting remotely, such members are prohibited from being in the same vicinity.

(b) Pre-Meeting Requirements

- (1) Any Alderman, or the Mayor, who is unable to physically attend any regular or special meeting of the City shall notify the City Manager, or his designee, not less than two (2) business days in advance of the meeting, in order to allow adequate time for the City staff to prepare for his or her remote attendance at the meeting, unless such minimum notice is not possible, then such notice shall be given as soon as practicable. The Mayor or Alderman requesting remote attendance will be provided confirmation from the City Manager of his or her ability to attend the meeting remotely. When notice of remote attendance has been timely provided by the Alderman or Mayor, information regarding the reason for the remote attendance of the Alderman or Mayor and the medium by which he or she will attend will be provided to the City Council in the Council materials.
- (2) Participation in the meeting shall be by telephone or other audio or audio-visual electronic device that is compatible with the City’s telephone system or other transmission-receiving device used by the City for such remote attendance. It shall be the responsibility of the physically absent Alderman or Mayor to verify with the City Manager, or his designee, which system the City will be using. Participation by e-mail, texting, or other non-audio means is prohibited. It shall be solely the responsibility of the physically absent Alderman or Mayor, if he or she is going to be absent, to ascertain that the electronic means he or she has selected for participation is compatible and workable with the City’s telephone system or other transmission receiving device.
- (3) The physically absent Alderman or Mayor must provide a direct-line telephone number where he or she can be reached or other direct connection to the device through which he or she is participating, and must be available at such telephone or other device when contacted prior to the start of the meeting.
- (4) Said telephone or other device of the physically absent Alderman or Mayor must provide a clear connection, and be in a location with relatively no background noise.

- (5) If the physically absent Alderman or Mayor is participating by a device that must be accessed by means other than the dialing of a ten (10) digit telephone number on a standard telephone key-pad, the City Manager, or his designee must be provided with complete and specific written instructions for establishing the connection, at the same time that the notice of the physically absent member's desire to remotely attend the meeting is provided.
- (6) The physically absent Alderman or Mayor shall be provided, prior to the meeting, an electronic copy of any documents to be considered at the meeting.
- (7) The physically absent Alderman or Mayor may be asked to provide documentation supporting his or her physical absence at the meeting.

(c) Meeting Requirements

- (1) The Presiding Officer of the meeting must be physically present at the meeting. If the Mayor attends the meeting remotely, he or she shall vacate the chair, and a chairperson *pro tem* who is physical present shall preside.
- (2) After a roll call establishing that a quorum is physically present, the Presiding Officer shall call for a motion that an Alderman or the Mayor may be permitted to attend the meeting remotely after specifying the reason for such remote attendance. The motion must be approved by a majority of the Alderman physically present at the meeting.
- (3) If the motion to allow for the remote attendance of an Alderman or the Mayor is approved, the Presiding Officer, or a designee, shall be obligated to attempt to make a connection with the physically absent Alderman or Mayor only once. Further attempts to do so and/or delaying the commencement or other proceedings of a meeting while attempting to make connection shall be in the absolute discretion of the Presiding Officer. The commencement of a meeting or other proceeding shall not be unreasonably delayed because of an attempt to make a connection with the physically absent Alderman or Mayor.
- (4) All Aldermen, the Mayor, and the members of the general public in attendance at the meeting must be able to hear at all times the comments of the physically absent Aldermen or Mayor.
- (5) If a speaker phone is used by the Alderman or the Mayor for remote attendance at the meeting, the Alderman or Mayor using the speaker phone will, each time he or she wishes to speak, identify him or herself by name and be recognized by the Presiding Officer.
- (6) If at any time the physically absent Alderman or Mayor is unable to hear comments by the Aldermen and the general public or the Aldermen or the general public in attendance are not able to hear the physically absent Alderman or Mayor, or the

Presiding Officer determines, in his or her absolute discretion, that the participation of the physically absent Alderman or Mayor has become disruptive to the conduct of the meeting because of a technical problem, and such problem cannot be corrected, the Presiding Officer shall order the physically absent Alderman or Mayor to be disconnected. The time and the reason for such disconnection shall be noted in the minutes.

(d) Conduct of Meetings

- (1) All meetings of the City which are held pursuant to this Section shall be governed in the same manner as other meetings of the City Council, except that all votes shall be taken by roll call.
- (2) Any member of the City Council attending remotely shall be considered a remote attendee and counted as present remotely for that meeting. The meeting minutes shall also reflect and state specifically whether each member is physically present or remotely present.
- (3) An Alderman or Mayor permitted to attend 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 member attending remotely shall be heard, considered and counted as to any vote taken. Accordingly, the name of any member attending remotely shall be called during any vote taken and his or her vote counted and recorded by the City Clerk and placed in the minutes for the corresponding meeting.

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**Section 2.** This Ordinance shall be in full force and effect upon its passage and approval, as provided by law.

PASSED AND APPROVED by the City Council of Rolling Meadows, Cook County, Illinois this 8<sup>th</sup> day of October, 2019.

YEAS: Bisesi, D'Astice, Sanoica, Budmats, O'Brien, Vinezeano


NAYS: — Cannon

ABSENT: 0

Passed and Approved this 8<sup>th</sup> day of October, 2019.

  
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Joe Gallo, Mayor

ATTEST:

  
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Judith Brose, Deputy City Clerk

Published this 9<sup>th</sup> day of October, 2019.

  
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Judith Brose, Deputy City Clerk