

## ELECTRONIC MEETING POLICY

In accordance with HEA 1437 (2021), an act involving electronic meetings, the Adams Public Library System will adhere to the following protocol regarding electronic meeting participation for Board of Trustee meetings.

Board members attending monthly meetings electronically may be counted as present so long as the Library uses technology that permits simultaneous communication between Board members and that also permits the public to simultaneously attend and observe the meeting. A quorum (4 members) must be physically present at each meeting.

Board members may not attend more than half of the Library Board meetings during any given year electronically unless the reason is due to:

- Military service
- Illness or other medical condition
- Death of a relative, and/or
- An emergency involving actual or threatened injury to persons or property.

Similarly, the Board cannot prohibit a member from attending consecutive meetings by electronic communication. A board member may attend up to two consecutive meetings by electronic communication and then must attend at least one meeting in person before attending another meeting electronically unless the reason for attending electronically is for any of the above examples.

Electronic participation in meetings is not permitted if the Board is attempting to take final action to:

- Adopt a budget;
- Make a reduction in personnel;
- Initiate a referendum;
- Establish or increase a fee;
- Establish or increase a penalty;
- Use eminent domain authority, and/or
- Establish, raise, or renew a tax.

Meeting minutes for a meeting where a board member attends electronically must:

- State the name of each board member
  - who was present in person;
  - who attended the meeting by electronic means;
  - and who was absent, and
- Identify the electronic communication mechanism used for the meeting.

Approved by the Board of Trustees  
July 26, 2021