

AGENDA

SPECIAL GENERAL ADMINISTRATION & PERSONNEL COMMITTEE VILLAGE OF HOFFMAN ESTATES

September 27, 2010

Immediately Following Special Planning, Building, and Zoning Committee

Members: Cary Collins, Chairperson
Ray Kincaid, Vice-Chairperson
Gary Pilafas, Trustee
Karen Mills, Trustee
Jacquelyn Green, Trustee
Anna Newell, Trustee
William McLeod, Mayor

I. Roll Call

NEW BUSINESS

1. Discussion regarding telephonic attendance at Board meetings.

II. President's Report

III. Other

IV. Adjournment

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Discussion regarding Telephonic Attendance at Board Meetings

MEETING DATE: September 27, 2010

COMMITTEE: Special General Administration and Personnel

FROM: Arthur L. Janura, Jr., Corporation Counsel

PURPOSE: Discussion regarding telephonic attendance at Board meetings.

BACKGROUND: The Village Board has previously discussed and approved telephonic attendance and P.A. 94-1058 was approved by the General Assembly effective January 1, 2007. This legislation amended the "Open Meetings Act" to allow for electronic attendance. The statute places quorum rules and bases of exception to personal attendance. Under this legislation, a public body may permit attendance by rules consistent with the legislation or more restrictive.

DISCUSSION: Attached is the Village's current Municipal Code Section 2-2-8.19, Electronic Attendance at Meetings, which allows electronic attendance at Board and Committee meetings. It is requested that subsection 2-(i), be amended to allow six (6) instances per year and shall read as follows:

"(i) Members of the public body of the Village are limited to ~~two (2)~~ six (6) instances of electronic attendance per calendar year."

RECOMMENDATION: For discussion.

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING
SECTION 2-2-8, RULES OF ORDER,
OF THE HOFFMAN ESTATES MUNICIPAL CODE

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That Section 2-2-8, RULES OF ORDER, of the Hoffman Estates Municipal Code be amended by amending Section 2-2-8.19, Electronic Attendance, to read as follows:

Section 2-2-8. RULES OF ORDER

Section 2-2-8.19 – Electronic Attendance at Meetings

1. Rules Statement. It is the decision of the Village that any member of the Corporate Authorities or its committees or subcommittees may attend any open meetings of the Corporate Authorities or its committees or subcommittees via electronic means (such as by telephone, video, or internet connection) provided that such attendance is in compliance with these rules and any applicable laws.
2. Limitations on Participation In Meetings Via Electronic Means. The following rules shall apply for the participation in any open meeting of the Corporate Authorities of the Village which an member of the Corporate Authorities is participating through the use of electronic means:
 - a. The member must assert one of the following three reasons why he or she is unable to physically attend the meeting:
 1. the member cannot attend because of personal illness or disability;
 - or
 2. the member cannot attend because of employment purposes or the business of the Village; or
 3. the member cannot attend because of a family or other emergency.
 - b. A quorum of members of the Corporate Authorities of the Village must be physically present at the location of an open meeting. A quorum of members of the Corporate Authorities of the Village must also be physically present at the location of a closed meeting. Only one member of the public body who is not physically present at any open or closed meeting of such a public body may participate in the meeting by electronic means consistent with the rules set forth in this section and the Illinois Open Meetings Act.
 - c. The member should notify the Village Clerk, Village President, Village Manager, Executive Assistant or Legislative Assistant by 4:00 pm on the scheduled day of the meeting, unless impractical, so that necessary communications equipment can be arranged. Notice can be made by email or phone call and the time of phone call will be documented. The Village Clerk, Village President, Village Manager, Executive Assistant or Legislative Assistant will notify the balance of the Village Board of the request for electronic attendance. Inability to make the necessary technical arrangements will result in the denial of a request for remote attendance.
 - d. At the commencement of any such meeting of a public body of the Village, the presiding officer shall announce such method of attendance of the member participating by electronic means to the public and the reason.
 - e. If the presiding officer of a public body of the Village attends the meeting through the use of other means, he or she shall vacate the chair and a temporary chair who is physically present shall preside. The temporary chair will be filled in order of succession by the Vice Chair, Mayor, Deputy Mayor or Trustee in order of seniority based on which member is physically in attendance at the meeting.
 - f. When a member of a public body attends a meeting of said public body via electronic means, all votes shall be by roll call.
 - g. When electronic means are used to allow a member of a public body to participate in a meeting without being physically present, each time a member using such other means wishes to speak, such a member shall endeavor to identify himself or herself by name and be recognized by the presiding officer before speaking.

h. No more than one (1) member of a public body of the Village may attend a meeting through the use of electronic means. This will be determined on a first come first served basis.

i. Members of the public body of the Village are limited to ~~two (2)~~ six (6) instances of electronic attendance per calendar year.

Section 2: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 3: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2010

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Cary J. Collins	_____	_____	_____	_____
Trustee Raymond M. Kincaid	_____	_____	_____	_____
Trustee Jacquelyn Green	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2010

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2010.