
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: BRENT EICHELBERGER, VILLAGE ADMINISTRATOR
ALISON MURPHY, ASSISTANT TO THE VILLAGE ADMINISTRATOR/
VILLAGE CLERK
SUBJECT: DISCUSSION: AMENDING BOARD MEETING RULES AND
PROCEDURES – REMOTE ATTENDANCE
AGENDA: OCTOBER 18, 2022 REGULAR BOARD MEETING
DATE: OCTOBER 7, 2022

ISSUE

Should the Village Board discuss amending Village Code Title 1 (Administration), Chapter 8 (Meetings; Rules of Order and Procedure).

DISCUSSION

Village Code (1-8-15-2: Prerequisites) allows a member of the Village Board to attend a meeting electronically if the member meets the following conditions:

- A. The member should notify the Village Clerk at least four (4) hours before the meeting, unless impractical, 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.
- B. The member must assert one of the following three (3) 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.

These three reasons are established by Illinois State Statute (5 ILCS 120/7).

Currently, Village Code only allows for two members of a board or commission to participate remotely and does not allow remote participation for closed session meetings. Based on the minutes when those rules were set, the Board set the two person limit based on the limited ability to hear participants on the conference phone. It

was noted that more than two remote participants would be difficult to follow. Also during those discussions, the Board noted that it would be difficult to maintain confidentiality during closed session with remote participants with the available phone technology.

COVID pushed the Village to develop and use new technologies to host remote meetings. Staff has continued to pursue technology enhancements that better allow for remote participation. With our current system of monitors in the Board room and conference room and our new microphones, staff believes the Village now has the technology to host three remote attendees during regular and closed session Board meetings. Per State statute a quorum of the body must be present in the room to hold a meeting, therefore, the number of remote participants is capped at three.

COST

There is no cost to discuss the changes. Should the Board approve the changes there will be a small cost to codify the ordinance, which is already budgeted.

RECOMMENDATION

That the Village Board discuss amending Village Code Title 1 (Administration), Chapter 8 (Meetings; Rules of Order and Procedure).