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APA-IL Planning Law Symposium Remote Meetings Checklist

Meeting with a Physical Quorum

Before the Meeting

- ☐ Adopt rules for remote member participation
- ☐ Remote member should notify the clerk, if practical
- ☐ Remote member should have an eligible reason:
 - personal illness or disability;
 - employment purposes or the business of the public body; or
 - a family or other emergency

At the Meeting

- ☐ Confirm there is a physically present quorum
- ☐ A majority of public body may vote to allow member to participate remotely

Meeting without a Physical Quorum

Before the Meeting

- ☐ Confirm the Governor or IDPH public health issued a disaster declaration affecting the public body's jurisdiction
- ☐ The public body's executive or administrative authority must determine in-person meeting is not practical or prudent
- ☐ Notify the public body members and news media that requested notice that meeting will be by audio or video conference
- ☐ If physical public attendance unfeasible, notify public of alternative arrangements to contemporaneously hear all discussion, testimony, and roll call votes
- ☐ Public body must bear costs of remote participation for members and the public

When the Meeting Starts

- ☐ Make an audio or video recording of the meeting
- ☐ If feasible, at least one member of the public body, the chief legal counsel, or the chief administrative officer should be physically present at regular meeting location
- ☐ Verify the public body members and make sure the public body members and physically present members of the public can hear each other
- ☐ Count each public body member participating by audio or video conference as present for purposes of determining a quorum

During the Meeting

- ☐ Take all votes by roll call to identify and record each member's vote
- ☐ Keep minutes and offer an opportunity for public comment

If you have questions about today's presentation, feel free to email to email our panelists:

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Ancel Glink is a full-service government law firm that has consulted with and represented Illinois local governments at all levels for nearly 90 years. Ancel Glink attorneys have the experience and expertise in a variety of practice areas relating to local governments, serving as both general counsel and special counsel for numerous municipalities across the state. Ancel Glink is ready to meet virtually any legal services local governments and property owners may need.