Electronic Meeting Policy

In an effort to try and maximize board member attendance at library board meetings, members of the Camden-Jackson Township Library Board of Trustees may attend meetings electronically. This policy outlines the mandates and limitations outlined by House Enrolled Act (HEA) 1437, effective April 20, 2021, regarding electronic meetings and electronic signatures of Library Trustees.

Unlike before, now board members attending electronically may be counted present for quorum purposes and may vote on matters.   
  
In order to participate in meetings electronically, the following conditions must be met:

* A board member must request the meeting be held electronically at least one week prior to the meeting’s start time.
* The library must use technology that permits simultaneous communication between board members and also permits the public to simultaneously attend and observe the meeting. The library is not required to permit the public to attend executive sessions held electronically.
* All votes taken during meeting with electronic attendees must be taken by roll call vote.
* At least four members must be present, in person, at each meeting.
* A member may not attend more than half of the board meetings electronically in any given year, unless the reason is due to:
  + Military service;
  + Illness or other medical condition;
  + Death of relative, or
  + An emergency involving actual or threatened injury to persons or property.

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, or
* Establish, raise, or renew a tax.

The library board must adopt a written policy establishing procedures for electronic participation. The procedures may be more restrictive than the law, but not less.

Meeting memoranda (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.