



## **Electronic Meeting Attendance Policy**

### **A. Purpose**

Pursuant to HEA 1437, library board members may participate in meetings electronically as long as the library uses technology that permits simultaneous communication between board members and permits the public to simultaneously attend and observe the meeting.

### **B. Policy**

1. Library board members attending electronically may be counted present for quorum purposes and may vote on matters presented before the board. The board member must be able to be both seen and heard in order to vote. All votes taken during a meeting with electronic attendees must be taken by roll call vote.
2. At least four library board members must be present in person at each meeting. If a board member plans to attend electronically, they must notify the board president and library director at least three business days prior to the scheduled meeting.
3. Board members may not electronically attend more than half of the library board meetings during any given year unless the reason is due to:
  - a. Military service;
  - b. Illness or other medical condition;
  - c. Death of a relative; or
  - d. An emergency involving actual or threatened injury or illness to persons or property.
4. Board members may attend meetings electronically for two consecutive meetings and then must either attend in person or provide an allowable reason.
5. Electronic participation in meetings is not permitted if the board is attempting to take final action to:
  - a. Adopt a budget;
  - b. Make a reduction in personnel;
  - c. Initiate a referendum;
  - d. Establish or increase a fee;
  - e. Establish or increase a penalty;

- f. Use eminent domain authority; or
  - g. Establish, raise, or renew a tax.
6. If the board or a member of the public experiences technology failure during the meeting, this won't prevent the meeting from continuing and won't invalidate board actions or votes as long as there is a quorum of members still able to participate and as long as the voting requirements of the board bylaws/policies are met.
7. Meeting minutes must state the names of each board member, including who was present in person, who attended electronically, and who was absent, and must indicate the means of electronic meetings.

Approved by the Jeffersonville  
Township Public Library Board of  
Trustees on May 20, 2025.