

## Virtual Meetings and Remote Meeting Attendance

### I. Purpose

The purpose of this policy is to accommodate the absence of any member of the public body due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person

### II. Platform

The meeting will be held on a platform that allows two-way communication between remote member(s) and the public.

### III. Notice

#### A. Notices will be posted in the following locations:

- i. Library Bulletin Board or outermost door if the library is closed to patrons.
- ii. Library Website
- iii. Village
- iv. Post Office

#### B. The notice will contain the following information:

- i. Date of the meeting
- ii. How to attend the meeting
- iii. How to make accommodation requests
- iv. How to contact remote members before the meeting
- v. Meeting Agenda

### IV. Announcement

A public announcement will be made at the outset of the meeting by any remote member(s) and will be included in the meeting minutes. The announcement will contain the following information:

- A. That the member is in fact attending the meeting remotely.
- B. The member's physical location (county, city, township, or village and state), if the member is attending the meeting remotely for a purpose other than for military duty.