**Electronic Attendance Policy**
**Reagan Mass Transit District Board of Directors**

**Purpose**
This policy outlines the provisions under which members of the Reagan Mass Transit District (RMTD) Board of Directors may attend and participate in meetings electronically, ensuring continued engagement, transparency, effective governance, and compliance with the Illinois Open Meetings Act (5 ILCS 120/1 et seq.).

**Eligibility**
Board members may attend meetings electronically under the following circumstances:

* Personal illness or disability.
* Employment purposes or district-related business requiring absence.
* Family or other emergency.
* Geographic location preventing physical attendance.

**Procedure for Electronic Attendance**

* Members must notify the Chairperson or Secretary at least 24 hours in advance of the meeting unless an emergency or unforeseen circumstance arises.
* Members attending electronically must be clearly audible to all participants and vice versa.
* Participation through electronic means counts towards establishing a quorum.

**Limitations**

* Electronic attendance should not exceed three consecutive meetings, except under extraordinary circumstances approved by a majority of the Board.
* Members attending electronically should strive to participate fully, including voting on motions and engaging in discussions.

**Meeting Technology Requirements**

* Meetings will utilize reliable electronic platforms ensuring clear communication (e.g., video conferencing or telephone conference lines).
* The RMTD administrative staff will ensure all technology is functional and accessible prior to the meeting.

**Minutes and Record Keeping**

* Attendance via electronic means shall be recorded in meeting minutes, specifying the reason for electronic attendance.

**Policy Review**

* This policy shall be reviewed annually to ensure continued compliance with the Illinois Open Meetings Act and adapt to evolving technology needs.

**Adoption**
This Electronic Attendance Policy is adopted by the Reagan Mass Transit District Board of Directors effective immediately upon approval.