



Electronic Meeting Requirements

- No local governing body may hold an electronic meeting -- state entities only
 - Exception for local governing bodies: The Governor has declared a state of emergency, it is impracticable or unsafe for a quorum to meet in one place, and the purpose of the meeting is to discuss the emergency

- Quorum must be assembled in one physical location
 - Exception: The Governor has declared a state of emergency and the meeting is necessary to take action to address the emergency

- All remote locations must be open to the public
 - Exception: On the day of the meeting, a member notifies the chairman that he is unable to attend due to an emergency and specifically identifies the emergency. The public body must vote to approve such member's remote participation, and the nature of the emergency must be recorded in the minutes. A member may only exercise this option at two meetings a year, or at 25% of the meetings of the public body, whichever is less.
 - Exception: Member is unable to participate due to temporary or permanent disability or medical condition that prevents physical attendance at the meeting, and this is recorded in the minutes.
 - Exception: On the day of the meeting, member of a regional public body notifies the chairman that member's residence is more than 60 miles from the meeting site, and the public body approves such participation and records it in the minutes.
 - Under any of these circumstances, a quorum must still be present in one location, and the voice of the remote participant must be audible by all persons at the central meeting location.

- Notice must be provided at least three working days in advance, and include notice of all meeting locations as well as a phone number that can be called during the meeting if there is problem with broadcasting the meeting to the remote locations
 - Exception: Less than three-day notice authorized if meeting is to address an emergency, or to conclude the agenda of a meeting for which proper notice was given

- Meeting must be suspended if there is an interruption of the broadcast to any of the remote locations

- Agenda packets and materials must be available at all locations

- Votes must be taken and recorded as a roll-call vote
- Public bodies must hold at least one meeting a year with no electronic participation
- Public bodies that hold electronic meetings must make an annual report to JCOTS and the FOIA Council. The report shall include:
 - The total number of electronic meetings held that year
 - The date and purposes of the meetings
 - The number of remote sites for each meeting
 - The types of electronic communication used during the meeting
 - The number of participants, including members of the public, at each site
 - The identity of the members of the public body recorded as present and absent at each meeting
 - A summary of any public comment received about the electronic meeting
 - A summary of the public body's experience using electronic meetings