

**ORDINANCE NO. 26-02**

**AN ORDINANCE AMENDING TITLE 1, ADMINISTRATIVE, CHAPTER 6, BOARD OF TRUSTEES, OF THE VILLAGE OF MANTENO MUNICIPAL CODE, BY ADDING SECTION 10, REMOTE ATTENDANCE**

BE IT ORDAINED by the President and Board of Trustees of the Village of Manteno, as follows:

**Section 1**

That Title 1, Administrative, Chapter 6, Board of Trustees, of the Village of Manteno Municipal Code, be amended by adding Section 1-6-10, Remote Attendance, to read as follows:

**1-6-10: REMOTE ATTENDANCE:**

(a) The president, any trustee, and any other member of any board, commission, or committee, may attend a meeting (open or closed) remotely by video or audio conference provided:

(i) a quorum of the members of the public body is physically present at the location of the meeting;

(ii) the official seeking to attend the meeting by video or audio conference provides notice of his/her intent to attend the meeting by other means not less than 48 hours before the meeting, unless advance notice is impractical given the nature of his/her inability to be physical present at the meeting; and

(iii) the official is prevented from physically attending the meeting due to (A) personal illness or disability; (B) employment purposes or the business of the public body; (C) a family or other emergency; (D) unexpected childcare obligations; or (E) performance of active military duty as a service member.

(b) Advance notice of an official's intent to attend a meeting by video or audio conference shall be given to the Village Clerk and Village Administrator in writing by letter or email, and shall include, to the extent it would not violate the official or other person's personal privacy, the factual basis for the categorical qualification under which remote attendance is permitted. Telephonic notice of an official's intent to attend a meeting shall be sufficient when advance written notice is impractical.

(c) The Village Clerk or Village Administrator, or a designee, upon receipt of such notice, shall forward the notification to the other members of the public body as soon as is practicable, but in no event later than the commencement of the meeting in question.

(d) The failure of the Village Clerk or Village Administrator, or a designee, to forward the notice to the other members of the public body shall not be an impediment to or act to bar the official's attendance and participation in the meeting.

(e) The Village Clerk or Village Administrator shall make appropriate arrangements to equip the meeting site with video or audio equipment sufficient to accommodate the remote official and allow them to attend the meeting. The video or audio equipment shall allow for contemporaneous communication capabilities between members physically present at the meeting site and the official attending remotely. The video or audio equipment shall provide an output sufficient for the on-site members and audience to hear the remote official during the meeting.

(f) The remote official shall be responsible for supplying his/her own video or audio equipment sufficient to allow for contemporaneous communication capabilities with members physically present at the meeting. The remote official shall attend the meeting from a single static location that is quiet to maximize equipment capabilities and minimize extrinsic disruptions.

(g) The Village Clerk or Village Administrator shall allow for the initial video or audio connection to the remote official prior to the commencement of the meeting. The connection shall be maintained until the adjournment of the meeting, or the official disconnects from the meeting.

(h) After establishing that there is a quorum physically present at a meeting, the presiding officer shall state that:

(i) a notice was received from the official of his/her desire to participate in the meeting by video or audio conference;

(ii) the official is authorized to attend and participate in the meeting by video or audio conference by reason of the specific categorical qualification, which shall be stated; and,

(iii) the official shall be considered present and in attendance at the meeting.

(i) An official attending a meeting by video or audio conference shall be deemed present and permitted to participate and vote in the same manner and capacity as those members physically present at the meeting. All rules of procedure governing the members physically present at the meeting shall govern the member at the remote location.

(j) No official attending a meeting by video or audio conference shall be muted during the meeting.

(k) During a closed session of a meeting, the official attending the meeting by video or audio conference shall be and remain in a private and secure location such that no third party can overhear the public body's discussion.

(l) All votes called at a meeting attended by an official by video or audio conference shall be by roll call vote.

(m) The meeting minutes of any meeting attended by an official by video or audio conference shall reflect and state specifically which members are physically present and which member is present by video or audio conference.

(n) All meetings of a public body shall be chaired by a person physically present at the meeting. In the event the person attending the meeting by video or audio conference is the chair of the public body, the public body shall elect a temporary chairman from its members physically present to conduct the meeting.

(o) Any official attending a meeting by video or audio conference may be removed and disconnected from the meeting with the approval of a majority of the members physically present at the meeting for the following reasons:

(i) the official attending a meeting by video or audio conference does not appear to be participating in the meeting on a continuous and uninterrupted basis as determined from the facts established at the meeting;

(ii) repeated audio disruptions of the meeting from third-parties or devices originated from the location where the official is attending the meeting by video or audio conference;

(iii) repeated issues related to connectivity (interference or disconnections) caused by the equipment or circumstances of the official present by video or audio conferencing; and,

(iv) for closed sessions, the official attending a meeting by video or audio conference is not in a secure and private location and is incapable of moving to a secure and private location.

The removal and disconnection of an official shall in no way effect the participation, votes, or action taken by that official prior to the removal and disconnection.

**Section 2**

If any section, paragraph, clause or provision of this ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this ordinance.

**Section 3**

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed insofar as they conflict herewith.

**Section 4**

This ordinance shall be immediately in full force and effect after passage and approval.

PASSED by the Board of Trustees of the Village of Manteno, Illinois and deposited in the office of the Village Clerk this 18<sup>th</sup> day of May, 2026.

DEPOSITED with the Village Clerk this 18<sup>th</sup> day of May, 2026.

  
\_\_\_\_\_  
ALAN PICKREL, Village Clerk

APPROVED by me this 18<sup>th</sup>  
day of May, 2026.

\_\_\_\_\_  
ANNETTE LAMORE, Village President

\* Village President refused to sign.  
passed by Village Board with a  
Vote of 4-2