



**SHELBY COUNTY  
PUBLIC LIBRARY**

[WWW.MYSHELBYLIBRARY.ORG](http://WWW.MYSHELBYLIBRARY.ORG)

57 W. Broadway St.  
Shelbyville, IN 46176

127 E. Main St.  
Morristown, IN 46161

## **Electronic Meetings** **Shelby County Public Library** *Adopted December 5, 2024*

In accordance with HEA 1437, an act involving electronic meetings, the Shelby County Public Library will adhere to the following protocol when it comes to electronic meeting participation for library staff, board, and members of the public.

Board members attending monthly meetings electronically may be counted as present so long as the library uses technology – including, but not limited to, Zoom, Microsoft Teams, and GoToMeeting – that permits simultaneous communication between board members and that also permits the public to simultaneously attend and observe the meeting. At least half of the board members must be physically present at each meeting.

Board members may not attend more than half of the library board meetings during any given year electronically unless the reason is due to:

- military service
- illness or other medical condition
- death of a relative
- an emergency involving actual or threatened injury to persons or property.

Similarly, the board cannot prohibit a member from attending consecutive meetings by electronic communication. A board member may attend up to two consecutive meetings by electronic communication and then must attend at least one meeting in person before attending another meeting electronically, unless the reason for attending electronically is for any of the above examples.

Library board members attending electronically may be counted present for quorum purposes and may vote on matters presented before the board. However, the board member must be able to be both seen and heard in order to vote. All votes taken at during a meeting with electronic attendees must be taken by roll call vote.

Electronic participation in meetings is not permitted if the board is attempting to take final action to:

- adopt a budget
- make a reduction in personnel
- initiate a referendum
- establish or increase a fee
- establish or increase a penalty
- use eminent domain authority
- establish, raise, or renew a tax



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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.

Meeting memoranda (or minutes) for a meeting where a Board member attends electronically must:

- state the name of each board member
  - who was present in person
  - who attended the meeting by electronic means
  - who was absent
- identify the electronic communication mechanism used for the meeting