LA EST. 1892 GRANGE PARK

Village Board Agenda Memo

Date: November 10, 2026
To: Village President & Board of Trustees
From: Julia Cedillo, Village Manager
Mike Jurusik, Village Attorney
RE: Ordinance Establishing Rules for Remote Attendance and Participation at Public Meetings

---

PURPOSE
To request approval of an ordinance establishing rules and procedures governing remote attendance and participation at public meetings, consistent with the Illinois Open Meetings Act.

GENERAL BACKGROUND
Section 7 of the Illinois Open Meetings Act (5 ILCS 120/7) permits members of public bodies to participate in meetings by video or audio conference under limited circumstances, provided that the public body has adopted rules governing such participation.

Recent amendments to the Act expanded the qualifying circumstances from three to five, adding unexpected childcare obligations in 2023 and active military duty effective January 1, 2026.

The attached ordinance establishes procedures for remote attendance and participation at meetings of the Village Board and other Village boards, commissions, and committees subject to the Act. It incorporates all five qualifying circumstances and requires a physically present quorum, approval by a majority of the public body, and adequate electronic communication.

The ordinance preserves in-person attendance as the expectation while providing reasonable flexibility when circumstances prevent a member from attending in person. It also establishes a consistent framework for remote participation that reflects current State law.

The ordinance further provides that, upon approval by a two-thirds vote of the Village Board, it shall become effective immediately.

STAFF RECOMMENDATION
Staff recommends approval of the ordinance adding Section 30.41 to the Village Code to establish rules and procedures governing remote attendance and participation at public meetings.

ACTION REQUESTED
This item is presented for discussion at the Village Board Work Session. If there is consensus to proceed, the ordinance will be placed on the November 24, 2026, Village Board agenda for action.

Motion: To Approve An Ordinance Adding A New Section 30.41 (Participation At Meetings Via Telephone Conference Or Other Electronic Means) To The Village Of La Grange Park Municipal Code Regarding Remote Attendance And Participation At Public Meetings

DOCUMENTATION
- Ordinance Adding A New Section 30.41 (Participation At Meetings Via Telephone Conference Or Other Electronic Means) To The Village Of La Grange Park Municipal Code Regarding Remote Attendance And Participation At Public Meetings.

ORDINANCE NO. 1331

AN ORDINANCE ADDING A NEW SECTION 30.41 (PARTICIPATION AT MEETINGS VIA TELEPHONE CONFERENCE OR OTHER ELECTRONIC MEANS) TO THE VILLAGE OF LA GRANGE PARK MUNICIPAL CODE REGARDING REMOTE ATTENDANCE AND PARTICIPATION AT PUBLIC MEETINGS

WHEREAS, the Village of La Grange Park (the "Village") is a duly organized and existing non-home-rule municipality operating under the laws of the State of Illinois; and

WHEREAS, the President and Board of Trustees of the Village (the "Village Board") are authorized to establish rules and procedures governing the conduct of meetings of the Village Board and, to the extent permitted by law, other Village boards, commissions and committees, consistent with the requirements of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), as amended (the "Act"); and

WHEREAS, Section 7 of the Act (5 ILCS 120/7) expressly authorizes a public body, upon the adoption of rules governing such attendance and subject to the requirements and limitations established therein, to permit a member to attend and participate in a meeting by video or audio conference when the member is prevented from physically attending for certain specified reasons; and

WHEREAS, Section 7 of the Act permits remote attendance and participation at public meetings under the following circumstances: (i) personal illness or disability; (ii) employment purposes or the business of the public body; (iii) a family or other emergency; (iv) unexpected childcare obligations; or (v) performance of active military duty as a service member; and

WHEREAS, Section 7 of the Act further requires that a quorum of the members of the public body be physically present at the meeting location, that the member requesting remote attendance provide notice to the recording secretary or clerk before the meeting unless advance notice is impractical, and that remote attendance be permitted only upon approval by a majority of the public body in accordance with its adopted rules; and

WHEREAS, the Village Board recognizes the importance of the physical presence of elected and appointed officials at public meetings to promote transparency, accountability, public participation and the effective conduct of Village business; and

WHEREAS, the Village Board further recognizes that circumstances may arise in which a member of a Village public body is unable to attend a meeting in person for a reason expressly authorized under the Act, but may nevertheless be able to participate meaningfully through video or audio conference; and

WHEREAS, the Village Board has determined that establishing uniform rules and procedures governing such remote attendance and participation at public meetings will promote the orderly and efficient conduct of public meetings while preserving public access, transparency and compliance with the Act; and

WHEREAS, the Village Board finds that it is protective of the health, welfare and safety of and in the best interests of the Village and its residents, property owners, local business and the public to

amend Chapter 30 (Form of Government) of the Village of La Grange Park Municipal Code to establish such rules and procedures.

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LA GRANGE PARK, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Incorporation. The above recitals are incorporated by reference into Section 1 of this Ordinance as material terms and provisions.

SECTION 2: Code Amendment. Chapter 30 (Form of Government) of Title III (Administration) of the Village of La Grange Park Municipal Code, as amended (the "Village Code"), is amended by adding a new Section 30.41 (Remote Attendance at Meetings Via Telephone Conference or Other Electronic Means), which reads, in its entirety, as follows:

"§ 30.41 PARTICIPATION AT MEETINGS VIA TELEPHONE CONFERENCE OR OTHER ELECTRONIC MEANS.

(A) Purpose and Applicability.

(1) Pursuant to Section 7 of the Illinois Open Meetings Act (5 ILCS 120/7), as amended, the Village establishes rules and procedures governing attendance and participation by video or audio conference at meetings of the Village Board and other Village boards, commissions and committees subject to the Open Meetings Act.

(2) These rules shall apply to the Village Board and to each Village board, commission and committee subject to the Open Meetings Act, except to the extent that a specific provision of applicable law requires otherwise.

(3) Nothing in this Section shall be construed to authorize remote attendance except as permitted by the Open Meetings Act, as amended.

(B) Definitions. For purposes of this Section, the terms "meeting," "public body," "other means," "quorum," "active military duty," "service member," and any other defined term used herein that is also found in the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), as amended, shall have the same meanings as provided in the Act.

(C) Rules and Procedures.

(1) Compliance with the Open Meetings Act. All meetings of the Village Board and other Village boards, commissions and committees shall comply with the applicable requirements of the Open Meetings Act, as amended.

(2) Physical Quorum Required. A quorum of the members of the public body must be physically present at the designated meeting location before any member may be authorized to attend by video or audio conference pursuant to this Section. Members participating remotely shall not be counted toward establishing the required physically present quorum. A physically present quorum must be maintained throughout the meeting.

(3) Notice of Remote Attendance. A member who wishes to attend a meeting by video or audio conference shall notify the Village Clerk, Deputy Village Clerk or recording secretary of the public body before the commencement of the meeting, unless advance notice is impractical. The member shall identify the qualifying reason for requesting remote attendance and the proposed method of participation. Notice should be provided sufficiently in advance, when practicable, to allow appropriate arrangements for electronic participation.

(4) Permissible Reasons for Remote Attendance. A member may be permitted to attend, participate in and vote at an open or closed meeting by video or audio conference only when the member is prevented from physically attending the meeting because of one or more of the following reasons:

(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, as defined by Section 7(a) of the Open Meetings Act.

(5) Approval of Remote Attendance. Provided that a quorum of the public body is physically present, a member's request to attend remotely shall be considered at the commencement of the meeting, or as soon thereafter as practicable. The presiding officer shall identify the member requesting remote attendance, the proposed method of attendance and the applicable qualifying reason. Remote attendance shall be permitted only upon approval by a majority of the public body, in accordance with Section 7 of the Open Meetings Act. The member requesting remote attendance shall not participate in the vote on the request. The approval or denial shall be recorded in the meeting minutes.

(6) Adequate Electronic Communication. Remote attendance shall be permitted only when the available video or audio conference connection allows the participating member to hear the proceedings and communicate contemporaneously with the other members of the public body. During an open meeting, the member's voice must be clearly audible to the members of the public physically present at the meeting location, and the remotely participating member must be able to hear the proceedings, including public comments and other testimony presented during the meeting.

(7) Announcement of Remote Participation. Upon approval of remote attendance, the presiding officer shall announce the identity of the remotely participating member and the method by which the member is attending. The presiding officer shall ensure that the remote member's participation is audible to the public during an open meeting.

(8) Participation and Voting. A member whose remote attendance has been approved pursuant to this Section may participate in discussion, deliberation and voting to the same extent as a member physically present, subject to the requirements of the Open Meetings Act and other applicable law. Votes cast by a remotely participating member shall be clearly communicated, identified and recorded in the meeting minutes.

(9) Closed Meetings. A member authorized to attend remotely may participate in a lawfully convened closed meeting, provided that the public body maintains the required physically present quorum and the electronic connection permits confidential participation. The remotely participating member shall take reasonable precautions to ensure that unauthorized persons cannot hear or otherwise access the closed meeting proceedings.

(10) Presiding Officer. If the presiding officer is authorized to participate remotely, the presiding officer may continue to preside over the meeting to the extent permitted by applicable law and the rules of the public body.

(11) Meeting Minutes. The minutes of each meeting shall identify the members physically present, the members attending by video or audio conference, and the members absent. The minutes shall also reflect the approval or denial of any request for remote attendance and shall record the votes of members participating remotely.

(12) Interruption or Failure of Electronic Connection. If the electronic connection is interrupted or becomes inadequate to permit effective participation, the remotely participating member shall not participate in discussion or voting until the connection is restored. The presiding officer shall ensure that the meeting minutes appropriately reflect any interruption affecting the member's participation. The public body may continue to conduct business so long as the required physically present quorum is maintained.

(13) No Right to Remote Attendance. Nothing in this Section shall be construed to establish an unconditional right to attend a meeting remotely. Remote attendance shall be subject to the requirements of the Open Meetings Act, approval by the public body, and the availability of adequate electronic communication.

(14) Other Statutory Provisions. Nothing in this Section shall limit or otherwise affect the authority of a public body to conduct meetings pursuant to other provisions of the Open Meetings Act, including Section 7(e), when the statutory requirements for such meetings are satisfied.

SECTION 3: Codifier to Make All Necessary Internal Amendments. To the extent necessary, all tables of contents, indexes, headings, text, and internal references or cross-references within the Village Code that require amendment or deletion as a result of the amendments adopted herein shall be amended by the Village's codifier to ensure consistency with the provisions of this Ordinance.

SECTION 4: Repeal of Conflicting Provisions; Severability; Validity of Non-Conflicting Legislation. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are repealed to the extent of such conflict. Each section, paragraph, clause, and provision of this Ordinance is severable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining provisions of this Ordinance, which shall remain in full force and effect. Except for the Village Code amendments expressly set forth herein, all other chapters and sections of the Village of La Grange Park Municipal Code, as amended, shall remain unchanged and in full force and effect.

SECTION 5: Effective Date; Effective Immediately Upon Approval Ordinance Effective Immediately and Publication Per 65 ILCS 5/1-2-4. The President and Board of Trustees of the Village find and decide there is an urgency for the above Code Amendments to become effective immediately so that they can be implemented and enforced immediately by the Village and the Village staff, and further find and decide that such implementation and enforcement is protective of the health, welfare and safety of and in the best interests of the Village, its residents, property owners, local businesses and the public. The above Code Amendments shall be effective immediately for purposes of implementation and enforcement, provided this Ordinance receives a favorable vote of two-thirds (2/3rds) of all members of the Village Board then holding office (i.e., 5 of 7 Village Board members vote in favor of the Ordinance). After its approval, this Ordinance shall be published in pamphlet form by the Village Clerk's Office in accordance with applicable State law.

ADOPTED this 24th day of November, 2026, pursuant to a roll call vote as follows:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTAIN: _____

APPROVED by the President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois, by roll call vote at a regular meeting held on the 24th day of November, 2026, and attested by the Village Clerk on the same day.

By: _____
Dr. James L. Discipio, Village President

ATTEST:

By: _____
Meghan M. Kooi, Village Clerk

This Ordinance was published by me in pamphlet form on the ____ day of November, 2026.

By: _____
Meghan M. Kooi, Village Clerk

APPROVED AS TO FORM BY: Village Attorney Michael T. Jurusik on November 10, 2026.

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Meghan M. Kooi, Village Clerk of the Village of La Grange Park, in the County of Cook and State of Illinois, certify that the attached document is a true and correct copy of that certain Ordinance now on file in my Office, entitled:

ORDINANCE NO. 1331

AN ORDINANCE ADDING A NEW SECTION 30.41 (PARTICIPATION AT MEETINGS VIA TELEPHONE CONFERENCE OR OTHER ELECTRONIC MEANS) TO THE VILLAGE OF LA GRANGE PARK MUNICIPAL CODE REGARDING REMOTE ATTENDANCE AND PARTICIPATION AT PUBLIC MEETINGS

which Ordinance was passed by a roll call vote of the Board of Trustees of the Village of La Grange Park at a Regular Village Board Meeting on the 24th day of November, 2026, at which meeting a quorum was present, and approved by the President of the Village of La Grange Park on the 24th day of November, 2026.

I further certify that the vote on the question of the passage of said Ordinance by the Board of Trustees of the Village of La Grange Park was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of La Grange Park, and that the result of said vote was as follows, to-wit:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTAIN: _____

I do further certify that the original Ordinance, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of La Grange Park, this 24th day of November, 2026.

_____
Meghan M. Kooi, Village Clerk

VILLAGE OF LA GRANGE PARK, ILL. SEAL INCORPORATED 1892