

## RAILS Board Committee Member Information

### RE: Attendance / Travel Reimbursement / Meeting Participation / Email

#### Where to Attend

RAILS covers a large geographic area, the Open Meetings Act (OMA) allows library systems, to permit committee members to attend meetings by other means than physical presence. However, a quorum must be physically present in accordance with the Open Meetings Act.

#### In-Person Meetings - Options of where to attend a RAILS Board and Committee meeting

1. *(Preferred)* Attend at one of the RAILS service centers. RAILS Burr Ridge and East Peoria will be available for most meetings. RAILS admin team will confirm which sites are available for each individual meeting
2. Attend via zoom from a publicly accessible room at your public building. There must at least be audio access so the public may attend the meeting if necessary. A video on a large TV screen is preferred. Please allow at least 3-4 days to allow RAILS Admin staff time to correctly change meeting locations. You must be able to post the agenda at your location , at least 48 hours before the meeting.
3. *(Least Preferred)* Attend by conference call from your office or other private location. This is the least preferred option, **as your attendance will not count towards a quorum. If there are not enough members attending in person, a meeting cannot be held.**

#### Travel Reimbursement Form

- Use the prepopulated form with the up-to-date state mileage (the administrative assistant that manages the committee will send this to you)
- Use this form and email to the administrative assistant with any receipts. Include your address so that the check can be mailed to you.
- Reimbursement includes travel to and from any RAILS related event.

#### How to Participate and Contribute to Committee Meetings

- At meetings, the chair will ask for a motion and a second, anyone can respond “I move to approve.....,Stacy”, then another person can reply, “second, Stacy” and the chair will ask for discussion or a vote.
- After a report, staff and committee members will ask if there are any questions. You are free to ask questions at any time during the meetings.

### **Videoconference Locations and Sensitive Microphones**

- RAILS meeting rooms are equipped with video and audio.
- Microphones, when the green light is on, everything you say will be picked up. Paper shuffling, pen clicking, whispering, etc.
- Sidebar discussions during a meeting are discouraged and violate the Open Meetings Act.
- Closed Captioning is available for all RAILS meetings.

### **Emails**

#### **• Freedom of Information Act Requests**

- All email exchanges related to your committee service are subject to FOIA (Freedom of Information Act) disclosure.
- In the event of a FOIA request, the IT department will download RAILS emails and submit them. If you are using a separate email address, work or personal, you would have to go through all those emails and submit them.

#### **• Importance of checking email regularly and responding promptly**

- The committee meeting information is usually sent a week prior to the meeting. The email includes the Zoom and meeting packet links.
- Emails may include time-sensitive information with a response needed as soon as possible, such as your meeting attendance and where you will be attending the meeting from to ensure a quorum. No quorum equals no meeting.

#### **• Adhering to Open Meetings Act**

- Do not “REPLY ALL” to ANY email from RAILS staff or fellow committee members. This is to avoid violations of the Open Meeting Act (OMA). If you have information that you would like to go to all the committee members, contact the administrative assistant, and they would be happy to do that.