

VILLAGE OF COTTAGE GROVE  
RULES GOVERNING TELECONFERENCES AND  
VIRTUAL ADDENDANCE AT MEETINGS

Teleconference and virtual meeting attendance shall be subject to the following rules adopted by the Village Board

1. *Definitions.*

- a. “Meeting” means a meeting of the Village board or another Village committee, board, or commission.
- b. “Member(s)” means a Village board trustee, or a member of another Village committee, board, or commission.
- c. “Public” means any member of the public.
- d. “Teleconference” means a meeting for which the official public notice for the meeting specifies that the meeting will be held by telephone conference with no in-person option.
- e. “Virtual hybrid meeting” means a meeting for which the official public notice for the meeting specifies that attendees of the meeting may attend the meeting either virtually or in-person.
- f. “Virtual meeting” means a meeting for which the official public notice for the meeting specifies that the meeting will be held virtually with no in-person option.

2. *Village Meetings.* Village meetings may be held either entirely in-person or as a virtual meeting, virtual hybrid meeting, or teleconference, as provided in the official public notice for the meeting. The official notice for any meeting for which virtual or telephone participation is allowed shall include information regarding how to access these rules.

3. *Attendance Other Than In-Person.* Virtual attendance shall be through use of an Internet meeting service designated by the Village Board. The official meeting notice for a meeting in which virtual attendance will be allowed or that will be conducted by a teleconference shall provide information regarding the methods for joining the meeting virtually or by telephone. If virtual attendance is allowed for a meeting, the meeting notice shall also specify a method for attendees to join by telephone. If virtual attendance is allowed for a meeting, it is recommended that members join a meeting in person or by video connection when feasible, instead of by telephone. Effort shall be made to allow attendees of a meeting for which attendance is allowed virtually or by telephone to join the meeting at least five (5) minutes prior to the start of the meeting. If available with the Internet meeting

service utilized for a meeting for which virtual attendance is allowed, members shall identify themselves using their first and last names.

4. *Reasonable Accommodation.* The presiding officer and Village staff shall make appropriate and reasonable accommodation for people who inform them prior to a virtual meeting or meeting to be conducted by teleconference that attendance of the meeting is particularly burdensome or infeasible for the person due to the meeting format to be used.
5. *Access to Meeting Information.* The presiding officer for a virtual meeting or a meeting conducted by teleconference shall take reasonable action to ensure that important aspects of the discussion or deliberation at the meeting will be communicated to attendees. A meeting may not be conducted by teleconference if the use of that meeting format will not sufficiently provide access to important aspects of the discussion or deliberation. Members who join a meeting virtually shall make reasonable effort to maintain their video connection to the meeting when voting or speaking.
6. *Quorum to Conduct Business.* All members participating in a meeting in-person, virtually, or by telephone may vote and are considered present for purposes of establishing a quorum.
7. *Technical Requirements and Malfunctions.* Each member participating in a meeting virtually or by telephone is responsible for the member's own audio, video, and Internet connections to the meeting. Actions taken at the meeting shall not be invalidated because a member is unable to participate due to the quality of the member's connection to the meeting.
8. *Interference with the Meeting.* The presiding officer may cause or direct the termination of the audio or video feed of a member or other attendee participating in a meeting virtually or by telephone if that person's participation in the meeting is causing interference with the meeting.
9. *Loss of Meeting Room Connection:* For a virtual meeting or meeting held by teleconference, if the Internet meeting service or teleconference service is disconnected, no business may be transacted until the presiding officer determines that the service has been restored and virtual or teleconference participants have had sufficient time to reconnect to the service. For a virtual hybrid meeting, the business of the meeting may continue while the Internet meeting service is disconnected, in the discretion of the presiding officer, but only if a quorum of the body is present in-person. If a quorum of the body is not present in-person for a virtual hybrid meeting while the Internet meeting service is disconnected, no business may be transacted until a quorum of in-person and virtual member participants is present.

Any members or other attendees who choose to participate virtually or by telephone in a meeting do so under the assumption of the risk that the connection to the meeting may be lost and the meeting will continue without their attendance.

10. *Closed Session*: When a Village body moves from a teleconference or a meeting for which virtual attendance is allowed into a closed session, the teleconference or virtual connection to the meeting shall remain open to attendees who choose to wait for the body to return to open session.