

Procedures for Remote Meeting Attendance

Hopkins District Library allows for the remote attendance of board members under the following circumstances.

Through December 31, 2020, a board member may attend a meeting remotely for any reason. From January 1, 2021 through December 31, 2021, a board member may attend a meeting remotely for the following reasons, according to 2020 PA 228: (1) military duty, (2) a health condition, or (3) when local or state authorities have called a state of emergency or a state of disaster affecting the area where the board trustee lives. Beginning January 1, 2022, a board member may attend a meeting remotely only for the reason of military duty.

If a board member joins remotely, those board members joining remotely must follow the following procedure.

1. A meeting constituting a quorum of the library board must be open to the public.
2. An agenda must be provided to the public at least 2 hours before the meeting.
3. The board must provide a means for two-way communication, either by telecommunication, digital communication, or both. A board member must be able to talk and be heard by the public, and the public must have the ability to speak and be heard by the board. The link or phone number or both for this communication must be provided on the library's website at least 18 hours before the meeting.
4. At the onset of the meeting, the member(s) joining remotely must announce their name and where they are joining from, except for those joining remotely because of military duty (e.g. John Doe, joining from Hopkins, Michigan). Their name, place of joining, and that they are joining remotely must then be recorded in the meeting's minutes. When voting, the member(s) joining remotely must clearly announce their name and their vote, which will then also be recorded in the meeting minutes.
5. If a member intends to attend remotely, the public must be given the means to contact that member sufficiently ahead of time of the meeting in order to provide input for the business at hand. A phone number or email address will be provided for that particular member to be contacted. The entire board can be reached at hopkinslibraryboard@gmail.com.
6. The Hopkins Library board must follow all other procedures for allowing the public to participate in meetings as outline in 2020 PA 228 found here: <https://www.legislature.mi.gov/documents/2019-2020/publicact/pdf/2020-PA-0228.pdf>.