

CUYAHOGA COUNTY LAW LIBRARY RESOURCES BOARD ONLINE MEETING POLICY

Purpose:

This policy is adopted by the Cuyahoga County Law Library Resources Board ("CLLRB" or "Board") pursuant to ORC §121.221 (effective April 9, 2025) which allows for certain public bodies to conduct online public meetings by means of video conference or similar electronic technology.

This Policy amends the Rules of the CLLRB which were last amended effective March 9, 2011.

Eligibility & Parameters:

The CLLRB is eligible to conduct online public meetings because Board members are not compensated for their service (other than for reimbursable expenses), and Board members are not elected by the general public.

Any resolution, rule, or formal action that is taken by the Board has the same effect as if it had occurred during an in-person meeting.

The CLLRB may not conduct online meetings, and no Board member may attend or conduct online meetings if any of the following apply:

- The meeting involves a vote to approve major nonroutine expenditures (as hereinafter defined);
- The meeting involves a vote to approve a significant hiring decision (as hereinafter defined);
- At least two (2) Board members request meeting in person on any given agenda item at least 48 hours in advance.

A major nonroutine expenditure is a one-time infrequent cost that the CLLRB does not expect to pay again and which may have been caused by a significant change at the CLLRB or events outside of normal business operations.

A significant hiring decision is the selection of the county law librarian.

Notice of Meetings

Except in the event of an emergency, the CLLRB will provide notice of the date, time, location, agenda, and means of participation of every online meeting at least 72 hours in advance.

- Notice to Board members will be provided by email.
- Notice to the public will be accomplished by publishing a notice on the front page of the CLLRB's website (clevelandlawlibrary.org).
- Members of the public and media may also request and receive individual notice by email.

In the event of an emergency requiring a determination whether to take immediate action, the CLLRB will notify the news media that have requested notification of the time, place, and purpose of the emergency online meeting immediately prior to convening the meeting.

Technology Requirements:

Online meetings shall be conducted using a secure and reliable online platform approved by the CLLRB. The platform must support video conferencing, screen sharing, chatting, and real-time voting capabilities through the use of electronic systems that are widely available to the general public.

Board members who choose to participate online are required to have access to a computer or mobile device with a camera, microphone, and stable internet connection which provides sufficient connectivity to enable them to be seen and heard clearly at all times during the deliberations of the CLLRB.

As needed, Board members should install and run the latest version of the CLLRB's platform for conducting and participating in the meeting.

Attendance & Public Access

Board members are not required to participate in CLLRB meetings online.

Board members are required to provide the CLLRB Chair with notice of their intent to participate online at least 48 hours before a meeting, except for emergency meetings requiring a determination whether to take immediate action.

Board members attending a meeting through online means shall be:

- Considered present as if in person at the meeting;
- Counted for purposes of determining whether a quorum is present; and
- Permitted to vote.

The CLLRB will provide public access to online meetings that is commensurate with the means that the meeting is being conducted. This will include the ability for members of the public to see and hear Board discussions as well as comment orally and in writing, provided that the CLLRB may conduct executive sessions as permitted by law.

Voting

Only Board members are eligible to vote.

All Board votes conducted during any online meeting of the CLLRB shall be taken by a roll call vote unless a motion for unanimous consent is adopted unanimously or otherwise without objection from any Board member.

The results of voting will be announced immediately after the voting process is completed, including identifying any members who abstained from voting.

Participant Conduct

All Board members are expected to join the meeting held online on time and remain present for its duration unless excused by the Chair.

All Board members and other online meeting participants are expected to conduct themselves professionally, adhering to the same standards of behavior as in in-person meetings.

Board members and other online meeting participants should mute their microphones when not speaking to minimize background noise.

Amendments

This policy may be amended at any regular or special CLLRB meeting by an affirmative vote of a majority of the members present in person or online, provided, however, that written notice of any such proposed amendment shall have been provided to all CLLRB Board members at least ten (10) days prior to such meeting.

This Policy was adopted on June, 17, 2025.

Sheryl King Benford

Sheryl King Benford, Chair