

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN SENATE
COMMITTEE ON UNIVERSITY STATUTES AND SENATE PROCEDURES
(Final; Action)

SP.26.12 Revision to the *Bylaws*, Part F.7 – Remote Participation in Senate and Senate Committee Meetings

BACKGROUND

The Clerk of the Senate and Office of the Senate administrative staff recommend reducing the notice requirement for remote participation in a Senate meeting or a Senate committee meeting from 24 hours to 4 hours. The proposed shortened notice requirement would allow for increased participation by those with unexpected circumstances occurring less than 24 hours before a meeting.

This proposal also includes rearranging the steps, so they are listed in chronological order. Further, “performance of active military duty as a service member” was added to the list of permitted exceptions for remote participation under the Illinois Open Meetings Act (5 ILCS 120/7) as of January 2026 and is included here (line 40).

RECOMMENDATION

The Senate Committee on University Statutes and Senate Procedures recommends the approval of the following revisions to the *Bylaws*. Text to be deleted is ~~struck through~~ and text to be added is underlined. Adoption of amendments to the *Bylaws* requires a two-thirds vote of the Senate.

1 **REVISION TO THE *BYLAWS*, PART F.7 – General Provisions**

2 **7. Remote Participation in Senate and Senate Committee Meetings**

3 ~~The Senate has developed procedures in compliance with the Illinois Open Meetings Act (5-~~
4 ~~ILCS 120/7) by which members of the Senate or a Senate committee may request to~~
5 ~~participate remotely in a Senate or Senate committee meeting by audio and video~~
6 ~~conference.~~

7 ~~a. If a quorum of members is physically present at the location of a Senate or Senate~~
8 ~~committee meeting, then a majority of those members present may at their discretion~~
9 ~~allow a member to participate in that Senate or Senate committee meeting by audio~~
10 ~~and video conference.~~

11 ~~b. If the member is prevented from physically participating, criteria for allowing remote~~

- 12 participation are:
- 13 (i) ~~personal illness or disability,~~
- 14 (ii) ~~employment purposes or the business of the University,~~
- 15 (iii) ~~a family or other emergency,~~
- 16 (iv) ~~unexpected childcare obligations, or~~
- 17 (v) ~~another provision authorized via amendment to the Open Meetings Act.~~
- 18 ~~c. The request by a member to participate in a Senate meeting by audio and video-~~
- 19 ~~conference must be submitted to the Clerk of the Senate in writing at least 24 hours-~~
- 20 ~~before the scheduled start of that meeting. The request by a member to participate in-~~
- 21 ~~a Senate committee meeting by audio and video conference must be submitted to the~~
- 22 ~~chair of that Senate committee in writing at least 24 hours before the scheduled start-~~
- 23 ~~of that meeting.~~
- 24 ~~d. The votes of a member participating in a meeting by audio and video conference shall~~
- 25 ~~be accepted and counted, but must be cast by the member, not by a proxy.~~
- 26 ~~e. Notices of Senate and Senate committee meetings shall include a description of how~~
- 27 ~~and under what circumstances a member may participate in a meeting by audio and~~
- 28 ~~video conference. Further details, such as how to be recognized to speak and how to~~
- 29 ~~vote, shall be provided to the member. Provisions must be made for secure~~
- 30 ~~participation and secure voting for a member participating by audio and video~~
- 31 ~~conference.~~
- 32
- 33 a. A member of the Senate or a Senate committee may request to participate remotely
- 34 (by audio and video conference) in a Senate or a Senate committee meeting if the
- 35 member cannot attend because of:
- 36 1. Personal illness or disability.
- 37 2. Employment purposes or the business of the Senate or Senate committee.
- 38 3. A family or other emergency.
- 39 4. Unexpected childcare obligations.
- 40 5. Performance of active military duty as a service member.

- 41 6. Another provision authorized via amendment to the Illinois Open Meetings Act
42 (5 ILCS 120/7).
- 43 b. If a quorum of members is physically present at the location of a Senate or Senate
44 committee meeting, then a majority of those members present may, at their
45 discretion, allow a member to participate remotely.
- 46 c. A request for remote participation must be submitted by the member in writing at
47 least 4 hours prior to the scheduled start of that meeting:
- 48 1. To the Clerk of the Senate for Senate meetings or
49 2. To the chair of that Senate committee for a committee meeting.
- 50 d. Logistical details about how to participate remotely will be provided to the member
51 once the request has been acknowledged by the Clerk of the Senate or the committee
52 chair.
- 53 e. All other requirements applicable to members apply regardless of whether a member
54 attends a meeting in person or remotely.

UNIVERSITY STATUTES AND SENATE PROCEDURES

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