

Liquor Commission Rule
Pertaining to Electronic Attendance

- 1.0 Electronic Attendance: A member of the Liquor Commission (“Liquor Commissioner” or “Commissioner”) wishing to attend a Liquor Commission (“Commission”) meeting by telephonic or video means shall notify the Recording Secretary as soon as possible, but not less than twenty-four (24) hours before the meeting unless advance notice is impractical. Attendance by telephonic or video means is only permitted in cases of: 1) personal illness or disability; 2) employment purposes or other public business; or 3) a family or other emergency.
- 1.1 No more than two Commission members may attend a meeting by telephonic or video means.
- 1.2 Physical quorum present: A majority of the Commission must be physically present at a meeting in order to achieve a quorum.
- 1.3 Procedure:
- 1.3.1 The Liquor Commissioner will announce the name of any Commissioner attending by telephonic or video means at the beginning of the meeting.
- 1.3.2 After a roll call establishing that a quorum is physically present, any member physically present may make a motion to permit another member to participate by telephonic or video means. Such motion shall include the reason for the absence. All members physically present are permitted to vote on whether such participation will be allowed and the motion must be approved by a vote of a majority of those members physically present.
- 1.3.3 Commission members participating by telephonic or video means shall preface their comments and their votes by first stating their last name.

The foregoing Rule hereby adopted by the Liquor Commission of the City of Naperville on _____.

Liquor Commissioner

Secretary