

# INDIANA EMERGENCY RESPONSE COMMISSION ELECTRONIC COMMUNICATIONS MEETINGS POLICY

## I. Purpose

Indiana Code 5-14-1.5-3.6 allows members of the governing body of a state agency, such as the Indiana Emergency Response Commission (“Commission”), who are not physically present at the meeting to participate in meetings of the governing body using electronic communications if all of the requirements under IC 5-14-1.5-3.6 are met including the requirement that the governing body adopt a policy to govern participation in the governing body’s meetings by electronic communication.

This Indiana Emergency Response Commission Electronic Communications Meeting Policy (the “Policy”) is intended to comply with these statutory requirements and will provide for the participation in and conducting of meetings where means of electronic communication are used by members of the Commission not physically in attendance.

## II. Applicability

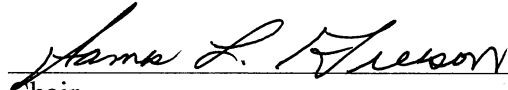
This Policy applies to meetings of the Commission in which any member of the Commission participates electronically.

## III. Policy

- A. **Minimum Physical Participation.** As required by IC 5-14-1.5-3.6, at any meeting of the Commission, at least five (5) voting members of the Commission must be physically present at the place where the meeting is conducted.
- B. **Treatment of Members Participating by Electronic Means.** A member of the Commission who participates in a meeting by a permitted electronic communication shall be considered to be present at the meeting and may vote at the meeting.
- C. **Quorum.** Pursuant to IC 13-25-1-5(b), since the Commission has thirteen (13) members a quorum consists of seven (7) members of the Commission. A member of the Commission who participates by a permitted electronic means of communication shall be counted for purposes of establishing a quorum.
- D. **Permitted Means of Communication.** A member of the Commission not physically present at a meeting may participate in the meeting by any electronic means of communication so long as that electronic means of communication permits:
  - 1. the member;
  - 2. all other members participating in the meeting; and
  - 3. all members of the public physically present at the place where the meeting is conducted to simultaneously communicate with each other.
- E. **Roll Call Voting.** As required by IC 5-14-1.5-3.6(c)(2), all votes of the Commission during a meeting where any member participates by means of electronic communication shall be taken by roll call vote, in which the name of each member of the Commission present will be called individually and requested to cast their vote aloud.
- F. **Limitations.** In addition to the above requirements, the following requirements are also applicable:
  - 1. **Annual Minimum Physical Participation.** Each member of the Commission must physically attend at least fifty percent (50%) of the meetings of the Commission held in a calendar year.

2. **Technological Limitations.** If a meeting location is chosen for a Commission meeting that is not conducive to participation by means of electronic communications due to technological limitations, the Commission members will be notified in advance of the meeting that participation by electronic communications will not be available for that meeting.
3. **Publication of Policy.** As required by IC 5-14-1.5-3.6(h), this policy will be posted on the Internet web site of the Commission.

This Policy was adopted by the Indiana Emergency Response Commission on Sept. 8, 2014.

  
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Chair