



INDIANA COMMISSION FOR WOMEN **ELECTRONIC COMMUNICATIONS** **MEETING POLICY**

INDIANA
COMMISSION
for women

I. Purpose

IC 5-14-1.5-3.6 allows members of the governing body of a state agency, such as the Indiana Commission for Women (the "Commission"), who are not physically present at the meeting to participate in meetings of the governing body using electronic communications if all 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 meeting by electronic communication.

The Indiana Commission for Women 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

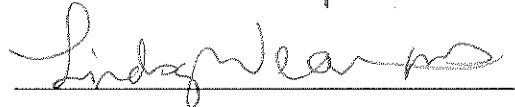
This Policy applies to meetings of the Commission in which any member of the Commission participates electronically.

III. Policy

- A. **Minimum Physical Participation.** As required by IC 5-14-1.5-3.6(c)(1), at any meeting of the Commission, the minimum numbers of members who must be physically present at the place where the meeting is conducted must be one-third (1/3) of the members.
- 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 22-9-1-4(a), because the Commission has fifteen members a quorum consists of eight (8) members of the Commission. A member of the Commission who participates by 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. IC 5-14-1.5-3.6(b)

- 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. **Annual Physical Participation.** Each member of the governing body is required to physically attend at least one (1) meeting of the governing body annually.
- G. **Public Notice of Meetings.** Public notice of the date, time, and place of any meetings, executive sessions, or of any rescheduled or reconvened meeting, shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting. IC 5-14-1.5-5(a)
- H. **Publication of Policy.** As required by IC 5-14-1.5-3.6(h), this policy will be posted on the internet website of the Commission.

This Policy was adopted by the Indiana Commission for Women on April 13, 2022



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