

**COMMUNICATIONS COMMITTEE
INDIANA EMERGENCY RESPONSE COMMISSION
ELECTRONIC COMMUNICATIONS MEETING 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 Communications Committee (“Committee”), 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 Communications Committee 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 Committee not physically in attendance.

II. Applicability

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

III. Policy

- A. **Minimum Physical Participation.** As required by IC 5-14-1.5-3.6, at any meeting of the Committee, the greater of two (2) of the members or one-third (1/3) of the members must be physically present at the place where the meeting is conducted.
- B. **Treatment of Members Participating by Electronic Means.** A member of the Committee 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.** A majority of the members of the Committee constitute a quorum. A member of the Committee 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 Committee 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 Committee 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 Committee 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 Committee must physically attend the greater of: (a) fifty percent (50%) of the meetings of the Committee held in a calendar year; or (b) one (1) meeting of the Committee each calendar year.

2. **Technological Limitations.** If a meeting location is chosen for a Committee meeting that is not conducive to participation by means of electronic communications due to technological limitations, the Committee 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 Committee.

This Policy was adopted by the Indiana Emergency Response Commission Communications Committee on January 12, 2015.

The Communications Committee voted
Chair to adopt this policy on
January 12, 2015.