

INDIANA SECURED SCHOOL SAFETY BOARD 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 Secured School Safety Board ("Board"), 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 Board Electronic Communications Meeting Policy (the "Policy") is intended to comply with these statutory requirements and will provide for the participation in and the conducting of meetings where electronic communication is utilized by members of the Board who are not physically present at the meeting.

II. Applicability

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

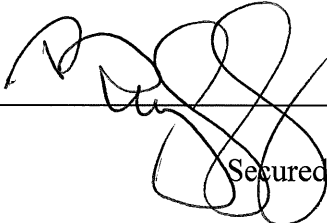
III. Policy

- A. Minimum Physical Participation.** As required by IC § 5-14-1.5-3.6(c)(1), at any meeting of the Board, at least three (3) voting members of the Board must be physically present at the place where the meeting is conducted.
- B. Treatment of Members Participating by Electronic Means.** A member of the Board who participates in a meeting by a permitted electronic means of communication shall be considered present at the meeting and may vote on any matter at the meeting. A member participating via electronic means may cast the deciding vote on any matter properly before the Board.
- C. Quorum.** Pursuant to IC § 22-12-2-6, since the Board has seven (7) members a quorum consists of four (4) members of the Board. A member of the Board 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 Board 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 one another.

A member participating in a meeting via electronic means is not required to do so in a setting that is open to the public.

- E. Roll Call Voting.** As required by IC § 5-14-1.5-3.6(c)(2), all votes of the Board 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 Board present will be called individually and requested to cast their vote aloud.
- F. General Requirements and Limitations.** In addition to the above requirements, the following requirements are also applicable:
- 1. Annual Minimum Physical Participation.** Each member of the Board must physically attend at least sixty-six (66%) of the meetings of the Board held in a calendar year.
 - 2. Technological Limitations.** If a meeting location is chosen for a Board meeting that is not conducive to participation by means of electronic communications due to technological limitations, the Board will be notified in advance of the meeting that participation by electronic communications will not be available for that meeting.
 - 3. Documents.** Any documents made available to those individuals attending a Board meeting in person will also be made available to those attending by means of electronic communications. Such documents will be made available electronically prior to the start of the meeting.
 - 4. 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 Board.
 - 5. Coordination.** The Chairperson, and in the Chairperson's absence, the Chairperson's proxy, is delegated to supervise and coordinate electronic participation with the assistance of the Board's staff and in consultation, as necessary, with the Deputy Attorney General assigned to the Board.
 - 6. Board Member Requests for Electronic Participation.** A member intending to participate via electronic means shall notify the Chairperson or Board's support staff reasonably in advance of the meeting. In the case of multiple members requesting electronic participation, the Chairperson, shall determine which members, if any, may attend electronically.

This Electronic Communications Meeting Policy was adopted by the Indiana Secured School Safety Board on this 9 day of, January 2018.



Bryan J. Langley
Secured School Safety Board, Chair