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# Commission on Improving the Status of Children in Indiana

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## **Procedures for Remote Participation in Commission, Task Force, and Committee Meetings**

Per HEA 1437-2021, Commission members may participate in meetings electronically, providing certain criteria are met. This policy establishes the requirements for electronic participation by members of the Commission on Improving the Status of Children.

### **Commission Meetings**

A quorum of the Commission members (at least 10 members) must be present in person.

It is the intent of the Commission that all members attend in person if at all possible. Remote participation is only to be used in circumstances where in-person participation for a given member is impossible.

If a member needs to participate in a Commission meeting electronically, the member must request permission of the Commission Chair, with copy to the Executive Director, at least seven (7) days before the meeting, to ensure that a quorum can be present in person and that the appropriate technology can be put in place for electronic participation.

In order to allow for a member who is participating in a Commission meeting electronically to participate in any final action (vote), the member must be able to both be seen and heard.

All votes taken during a meeting with electronic attendees must be taken by a roll call vote.

A member participating remotely may not cast the deciding vote on any official action.

Commission members may not attend more than two meetings during any given year electronically unless the reason is due to:

- a. Military service;
- b. Illness or other medical conditions;
- c. Death of a relative; or
- d. An emergency involving actual or threatened injury to persons or property.

If the Commission or a member of the public experiences technology failure during the meeting, this won't prevent the meeting from continuing and won't invalidate Commission actions or votes as long as there is a quorum of Commission members still able to participate and as long as the voting requirements of the Commission statute are met.

Meeting minutes for a meeting where a Commission member attends electronically must:

- a. state the name of each member
  1. who was present in person
  2. who attended the meeting by electronic means; and
  3. who was absent, and
- b. identify the electronic communication mechanism used for the meeting.