

INDIANA COMMISSION ON HISPANIC AND LATINO AFFAIRS

Policy Memorandum: Electronic Meetings Policy
Date: May 13, 2019
By: Doneisha L. Posey
Deputy Director and General Counsel
Indiana Civil Rights Commission

Purpose:

The Indiana Commission on Hispanic and Latino Affairs ("Commission") Electronic Meetings Policy (the "Policy") is intended to comply with Indiana Code 5-14-1.5-3.6 and provide the framework for participation in and the conduct of public meetings where means of electronic communication are used by members of the Commission not physically in attendance.

The Commission has the ability to utilize telephone conference calls, speaker phone and other communication technology to conduct Commission business in order to effectuate the greatest amount of participation of the commissioners and state legislators.

Policy:

Physical attendance of Commissioners is always preferable to participation by electronic means of communication; however, the Commission acknowledges there are circumstances under which physical attendance is not possible or is impractical. This policy will address those times in which physical attendance is overly burdensome or not possible.

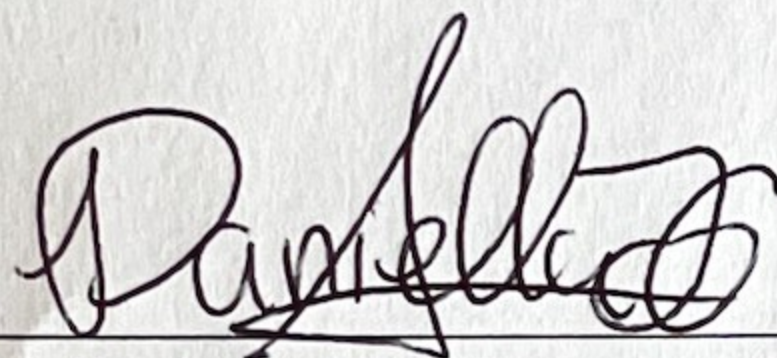
- I. **Minimum Physical Participation.** At any meeting of the Commission, at least one third (1/3) of the members appointed must be physically present at the place where the meeting is conducted.
- II. **Treatment of Members Participating by Electronic Means.** A commissioner who participates in a meeting by a permitted electronic means of communication:
 - A. Shall be counted as present at the meeting; and
 - B. May vote at the meeting.
- III. **Quorum.** The Commission must still have a quorum in order to transact business of the Commission. A commissioner who participates in a meeting by a permitted electronic means of communication shall be counted for purposes of a quorum.

- IV. Permitted Means of Communication.** A commissioner not physically present at a meeting may participate in the meeting by any electronic means of communication, so long as the electronic communication permits:
- A. The member;
 - B. All other members participating in the meetings; and
 - C. All members of the public physically present at the place where the meeting is conducted to simultaneously communicate with each other.
- V. Roll Call Voting.** All votes of the Commission during a meeting where any member participates by means of electronic communication shall be taken by a roll call vote, in which the name of each member of the Commission will be called individually and requested to cast their vote aloud.
- VI. Other Requirements.**
- A. Annual Minimum Physical Participation.** Each member of the governing body is required to physically attend at least two (2) meetings of the governing body annually.

Legal References: I.C. 5-14-1.5-3.6; I.C. 4-13-16.5-2

Effective Date: This Policy will be effective immediately upon approval by the Commission.

Approval: This Policy was approved by a vote of the Commission members present at the meeting held on Thursday, June 20, 2019.



Daniella A. Jordán Gonzales, Chairwoman

March, 22nd, 2022

Date