

Kids First Trust Fund Board Electronic Communications Meeting Policy

Purpose:

Indiana Code 5-14-1.5-3.6 authorizes members of the governing body of a public agency who are not physically present at the meeting of the governing body to participate by electronic communications. Pursuant to this statute, governing boards are required to adopt policies authorizing the electronic participation.

This Kids First Trust Fund (KFTF) Board Electronic Communications Meeting Policy is intended to comply with the requirements of Indiana Code 5-14-1.5-3.6 and authorizes members to participate in meetings by electronic communications when the member is not physically present in accordance with the framework set forth below.

Policy:

- A. KFTF Board Members (Members) are encouraged to attend all meetings in person.
- B. A Member may participate by electronic communications, including telephone, computer, or video conferencing, so long as the electronic communications allows for simultaneous communications with other Members participating electronically, the Members physically present at the meeting and the public physically present at the meeting.
- C. The minimum number of members participating in the meeting who must be physically present at the place where the meeting is conducted must be the greater of:
 - a. two (2) of the members; or
 - b. one-third (1/3) of the members.
- D. Each member must physically attend at least one (1) Board meeting a year. A Member who participates in a meeting of the Board by permitted electronic communications and in accordance with this policy:
 - a. Shall be counted as present at the meeting;
 - b. Is counted for quorum purposes; and
 - c. May vote at the meeting.
- E. Members will notify the Board's chairperson that the Member wants to participate electronically at least seven (7) calendar days before the meeting. The chairperson will consider requests to participate electronically made less than seven (7) calendar days in advance of a meeting in cases of emergencies. The chairperson may reject a Member's request for electronic participation if the minimum number of Members required to be physically present have not confirmed physical attendance.
- F. Votes of the KFTF Board shall be taken through roll call when a Member or Members are participating by electronic communications.

References:

IC 31-26-4

IC 5-14-1.5-3.6

Approval: 10.20.22

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