

INDIANA SENIOR ADVISORY COMMITTEE ELECTRONIC COMMUNICATIONS MEETINGS 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 Senior Advisory Committee ("SAC"), 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 Indiana SAC 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 SAC not physically in attendance.

II. Applicability

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

III. Policy

- A. **Minimum Physical Participation.** As required by IC 5-14-1.5-3.6, at any meeting of the SAC, at least five (5) voting members of the SAC must be physically present at the place where the meeting is conducted.
- B. **Treatment of Members Participating by Electronic Means.** A member of the SAC 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 member of the SAC 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 SAC 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 SAC 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 SAC 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 SAC must physically attend at least one of the meetings of the SAC held in a calendar year.

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

This Policy was adopted by the Indiana SAC on _____, 2019.

Chairperson, Senior Advisory Committee