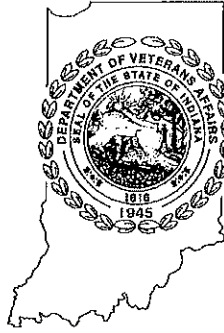


# STATE OF INDIANA

DEPARTMENT OF VETERANS' AFFAIRS  
302 WEST WASHINGTON STREET ROOM E120  
INDIANAPOLIS, INDIANA 46204-2738



Eric J. Holcomb, Governor  
Dennis A. Wimer, Director

To: Veterans' Affairs Commission

From: Indiana Department of Veterans' Affairs

Date: July 12, 2019

Subject: IDVA Policy #19-07-01  
Indiana Veterans' Affairs Commission Electronic Communication Policy

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## Purpose:

The Indiana Veterans' Affairs Commission (the "Commission") Electronic Meetings Policy (the "Policy") is intended to comply with all relevant law 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 communications technology to conduct Commission business. IC 5-14-1.5-3.6 authorizes members of the governing body of a public agency (including a subcommittee) to participate in meetings by means of electronic communication. The statute authorizes such electronic participation if, (1) the meeting complies with all other requirements of the Indiana Open Door Law and (2) a majority of the governing body adopts a policy regarding the use of electronic communication to participate in a meeting.

References: IC 5-14-1.5-3.6; IC 10-17

## 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 (or subcommittee) the minimum number of members 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.

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- 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, which equates to at least five (5) commissioners in order to transact business of the Commission. A subcommittee must have a quorum, which equates to a majority of the subcommittee membership, in order to transact business of the subcommittee. A commissioner who participated in a meeting by a permitted electronic means of communication shall be counted for purposes of establishing 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.

Effective Date: This Policy shall be in effect immediately upon approval by the Commission

Ending Date: This Policy will end upon rescission by vote of the Commission

Contact for Questions: Indiana Department of Veterans Affairs, Title, Phone Number, email

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### INDIANA VETERANS AFFAIRS COMMISSION

#### IVAC Resolution 2019-2

WHEREAS The Indiana Veterans Affairs Commission, on April 5, 2019, was presented with proposed policy, "Electronic Communications Policy".

BE IT HEREBY RESOLVED that the Indiana Veterans Affairs Commission, acting under the legal authority granted to it by IC 10-17-12, does hereby approve the policy, "Electronic Communications Policy".

Be it so resolved this 12<sup>th</sup> day of July, 2019.

Signed by the appointed members of the Indiana Veterans Affairs Commission:

Kevin Colby DAV

[Signature] INNG

D. A. Min IOVA

Erica C. Stetterman, Chair

Gary J. Ballaf

Ken Hyatt AL

Richard Caldwell AMVETS

Greg Blum UFW

[Signature] CVSO