

## OVERSIGHT COMMITTEE ON PUBLIC RECORDS

### Procedure for Election of Officers

Adopted January 16, 2002, and revised February 19, 2020

#### Election Procedures for the Oversight Committee on Public Records (“OCPR” or “Committee”):

(1) *Timing of Elections:*

Elections of OCPR officers shall be held at the last meeting of the calendar year or as close to the end of the calendar year as possible.

(2) *Term of Office:*

Each officer shall hold his/her office for one (1) year, commencing with the first meeting in January and concluding with the last meeting in December.

(3) *Offices:*

(a) The officers of the Committee shall be a chair, a vice-chair, and a secretary.

(b) The chair of the Committee shall be a member of the Oversight Committee on Public Records but shall not be the director of the Indiana Archives and Records Administration.

(c) The duties of the chair shall be:

- i. To call and preside over regular meetings of the Committee;
- ii. To supervise the conduct of the Committee's business;
- iii. To appoint special committees;
- iv. To appoint chairs of all committees;
- v. To receive proposed agenda items;
- vi. To approve the agenda drawn up by the secretary.

(d) The vice-chair of the Committee shall be a member of the Oversight Committee on Public Records but shall not be the director of the Indiana Archives and Records Administration.

(e) The duties of the vice-chair shall be:

- i. To perform the duties of the chair in the chair's absence;
- ii. To serve ex officio on all committees appointed by the chair;
- iii. To call meetings of committees.

(f) If the chair misses more than two (2) consecutive meetings, the Committee shall discuss the

appropriateness of the chair continuing in the position.

(g) The secretary of the Committee shall be the director of the Indiana Archives and Records Administration.

(h) The duties of the secretary shall be:

- i. To complete the agenda for meetings of the Committee, which shall include topics submitted to the secretary or chair prior to each meeting of the committee;
- ii. To submit the draft agenda for each meeting to the chair for approval;
- iii. To take the minutes of each meeting;
- iv. To distribute copies of the minutes and agenda to each Committee member, with receipt by members as much in advance of the meeting as possible;
- v. To develop materials for new members and orient new members of the Committee;
- vi. To provide meeting materials to all members in accessible format.

(i) The secretary may delegate these duties to an Indiana Archives and Records Administration employee.

(4) Procedures:

(a) There must be a quorum of Committee members present in order for officer elections to occur.

(b) The chair will open nominations for each officer.

(c) A maximum of three (3) Committee members shall be nominated for each position.

(d) A member is elected if he/she receives the most votes of the nominees.

(e) In case of a tie, the chair shall vote, breaking the tie.

(5) *Vacancy:*

When a vacancy occurs among the officers of the Committee, the Committee shall follow the election procedures to elect a new officer to fill the vacancy.

(6) Term:

The term of each officer shall be one (1) year, excepting officers elected to fill a vacancy. Officers may be re-elected to subsequent one (1) year terms, for a maximum of three (3) consecutive terms.

**Legal Reference:**

**IC 5-15-5.1-18 Oversight committee; composition; secretary; compensation and expenses**

Sec. 18. (a) The oversight committee on public records consists ex officio of:

- (1) the governor or the governor's designee;
- (2) the secretary of state or the secretary's designee;
- (3) the state examiner of the state board of accounts or the state examiner's designee;
- (4) the director of the state library;
- (5) the director of the Indiana archives and records administration;
- (6) the commissioner of the department of administration or the commissioner's designee;
- (7) the public access counselor;
- (8) the chief information officer of the office of technology appointed under [IC 4-13.1-2-3](#) or the chief information officer's designee; and
- (9) a clerk of the circuit court or a county recorder who serves on a county commission of public records under [IC 5-15-6](#), appointed by the governor.

(b) The oversight committee also consists of two (2) lay members appointed by the governor for a term of four (4) years. One (1) lay member shall be a professional journalist or be a member of an association related to journalism.

(c) The oversight committee shall elect one (1) of its members to be chairman. The director of the Indiana archives and records administration shall be the secretary of the committee. The ex officio members of the oversight committee shall serve without compensation and shall receive no reimbursement for any expense which they may incur. Each lay member is entitled to reimbursement for traveling and other expenses as provided in the state travel policies and

procedures, established by the department of administration and approved by the budget agency and each lay member is entitled to the minimum salary per diem as provided in [IC 4-10-11-2.1\(b\)](#).

*As added by Acts 1979, P.L.40, SEC.1. Amended by P.L.114-2001, SEC.1; P.L.177-2005, SEC.18; P.L.171-2015, SEC.28; P.L.42-2018, SEC.25.*

**Effective Date:** These Procedures will be effective immediately upon approval by the OCPR.

**Approval:** These Procedures were approved by a vote of the OCPR members present at the meeting held on February 19, 2020.

  
Chairperson

2/19/2020  
Date