

Indiana Rare Disease Advisory Council

Attendance Guidelines and Electronic Communications Meeting Policy

- The Indiana Rare Disease Advisory Council (RDAC) members are encouraged to attend all meetings in person.
- These guidelines apply only to those RDAC members that have been appointed and have the authority to vote (does not apply to ex-officio members).
- RDAC members will notify the Director of Partnerships and Communication for the Comprehensive Cancer Control Program that the RDAC members want to participate electronically at least three (3) days before the meeting.
- An RDAC member may participate by electronic communications, including telephone, computer, or video conferencing, so long as the electronic communications allows for simultaneous communications with other RDAC members participating electronically, the RDAC members physically present at the meeting and the public physically present at the meeting.
- Members who participate in a meeting of the RDAC by permitted electronic communications and in accordance with these guidelines:
 - Shall be counted as present at the meeting;
 - Is counted for quorum purposes; and
 - May vote at the meeting.
 - A member participating in a meeting by electronic communication will confirm in writing the votes cast by the member during the meeting within three (3) days after the date of the meeting.
- At least one-third (1/3) of RDAC members must be physically present at the meeting in order for another RDAC member or members to participate by electronic communications.
- Votes of the RDAC shall be taken through roll call when an RDAC member or members are participating by electronic communications.
- RDAC members must attend at least half(50%) of the meetings in a calendar year.
- RDAC members must attend at least one meeting in person annually.
- Attendance example:

Meeting Date/Year	Person Who Attended	Attendance Type
February 2019	Dr. Scott Thomas (member)	In Person
April 2019	Dr. Scott Thomas (member)	In Person
June 2019	Dr. Scott Thomas (member)Emily Gross	Electronic
August 2019	Dr. Scott Thomas (member)	In Person
October 2019	Absent	Absent
December 2019	Dr. Scott Thomas (member)	In Person

- The Chair will take into consideration if a meeting is cancelled.
- Approved absences include: FMLA, military leave, death in the family, sickness. The Chair will use discretion when approving absences.
- If attendance is not met, the committee member will receive a notice of attendance issues from the State Health Commissioner.

- Members with attendance less than 50% attendance will be allowed to vote at the discretion of the chair until attendance is above the requirement.

A copy of this policy can be found on the RDAC website at: <https://www.in.gov/isdh/25400.htm>