

**EMERGENCY MEDICAL SERVICES COMMISSION
ELECTRONIC COMMUNICATIONS MEETING 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 Emergency Medical Services Commission (“EMS Commission”) or the EMS Commission’s Technical Advisory Committee (TAC), 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 EMS Commission and TAC Electronic Communications Meeting Policy (the “Policy”) is intended to comply with these statutory requirements and will provide for the participation in and the conducting of meetings where electronic communication is utilized by members of the EMS Commission who are not physically present at the meeting.

II. Applicability

This Policy applies to meetings of the EMS Commission or the EMS Commission’s TAC in which any member of the EMS Commission or the TAC participates electronically.

III. Policy

- A. Minimum Physical Participation.** As required by IC § 5-14-1.5-3.6(c)(1), at any meeting of the EMS Commission or TAC, at least five (5) voting members of the EMS Commission or Committee members of the TAC must be physically present at the place where the meeting is conducted.
- B. Treatment of Members Participating by Electronic Means.** A member of the EMS Commission or TAC 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.** Pursuant to IC § 16-31-2, since the EMS Commission or TAC has thirteen (13) members a quorum consists of seven (7) members of the EMS Commission or TAC. A member of the EMS Commission or TAC 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 EMS Commission or TAC 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 one another.
- E. Roll Call Voting.** As required by IC § 5-14-1.5-3.6(c)(2), all votes of the EMS Commission or TAC 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 EMS Commission or TAC 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 EMS Commission or TAC must physically attend at least fifty percent (50%) of the meetings of the EMS Commission or TAC held in a calendar year.
- 2. Technological Limitations.** If a meeting location is chosen for an EMS Commission or TAC meeting that is not conducive to participation by means of electronic communications due to technological limitations, the EMS Commission or TAC members will be notified in advance of the meeting that participation by electronic communications will not be available for that meeting.
- 3. Documents.** Any documents made available to those individuals attending an EMS Commission or TAC meeting in person will also be made available to those attending by means of electronic communications. Such documents will be made available electronically prior to the start of the meeting.
- 4. 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 EMS Commission.

This Electronic Communications Meeting Policy was adopted by the Emergency Medical Services Commission on this 19 day of JUNE, 2015.



EMS Commission Chair