

**SOP 15-12**  
**Electronic Participation in Meetings**  
**Standard Operating Procedures**  
**Grow Southwest Indiana Region 11**  
**Approval Date: 12/07/12**  
**Revision Date: 06/25/2013**  
**Revision II Date: 10/25/2019**

**Purpose**

To provide procedures for allowing electronic participation by board members in meetings of the Grow Southwest Indiana Workforce Board, Inc.

**Rescission**

None.

**Action**

Per memorandum dated October 2, 2012, public agencies for purposes of the Open Door Law (ODL) and the Access to Public Records Act (APRA), Indiana's Workforce Investment Boards (including the transitioning Regional Workforce Boards) affected by P.L. 134-2012 (HEA No. 1003-2012) will allow a governing body of a public agency (e.g. WIB/RWB) to attend meetings via electronic means. This memorandum will be implemented as Region 11 SOP 15-12.

## **General Requirements**

A meeting of Grow Southwest Indiana Workforce Board, Inc., including committee meetings, will allow electronic communication only if all of the following are met:

- All other requirements of the Open Door Law (ODL) met;
- The equipment used for electronic participation permits simultaneous communication;
- One half of the Workforce Development Board members in office must be present either in person or by electronic means to constitute a quorum for voting;
- Votes must be taken by roll call for members on the telephone;
- Each member of the Workforce Development Board must physically attend at least six (6) meetings per fiscal year
- A member is allowed to participate by electronic communication a maximum of four (4) times per fiscal year;

This was passed at the May 2013 meeting of the Grow Southwest Indiana Regional Board. This will take effect upon approval by DWD. Approved by DWD on June 25, 2013. SOP 15-12 reflects an update to WIOA.

Revision II date October 25, 2019 reflects Board approval of change.