

Technical Review Panel  
Environmental Public Health Division  
Indiana Department of Health  
Attendance Guidelines and Electronic Communications Meeting Policy

- Technical Review Panel (TRP) members are encouraged to attend all meetings in person.
- These guidelines apply only to those TRP members that have been appointed and have the authority to vote.
  
- TRP members will notify the TRP chairperson that the TRP members want to participate electronically at least three (3) days before the meeting.
- A TRP member may participate by electronic communications, including telephone, computer, or video conferencing, so long as the electronic communications allows for simultaneous communications with other TRP members participating electronically, the TRP members physically present at the meeting and the public physically present at the meeting.
- Members who participate in a meeting of the TRP by permitted electronic communications and in accordance with these guidelines:
  - Shall be counted as present at the meeting;
  - Shall be 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 TRP members must be physically present at the meeting in order for another TRP member or members to participate by electronic communications.
- Votes of the TRP shall be taken through roll call when a TRP member or members are participating by electronic communications.
- TRP members must physically attend at least one (1) meeting in a calendar year.

A copy of this policy can be found on the TRP website at: [www.eph.in.gov](http://www.eph.in.gov).

Approved: June 20, 2023