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Certified Health Care Professions Commission **Electronic Communications Meeting Policy**

Purpose:

Indiana Code 5-14-1.5-3.6 authorizes members of the governing body of a state agency who are not physically present at the meeting of the governing body to participate by electronic communications. Pursuant to this statute, governing boards are required to adopt policies authorizing electronic participation.

This Indiana Department of Health (IDOH) Certified Health Care Professions Commission's Electronic Communications Meeting Policy is intended to comply with the requirements of Indiana Code 5-14-1.5-3.6 and authorizes members to participate in meetings by electronic communications when the member is not physically present in accordance with the framework set forth below.

Policy:

1. Commission members are encouraged to attend all meetings in person.
2. A Member may participate by electronic communications, including telephone, computer, or video conferencing, so long as the electronic communications allows for simultaneous communications with other members participating electronically, the members physically present at the meeting and the public physically present at the meeting.
3. At least three (3) of the seven (7) members must be physically present at the commission meetings.
4. All Members must physically attend at least one (1) commission meeting a year.
5. A member who participates in a meeting of the commission by permitted electronic communications and in accordance with this policy:
 - a. shall be counted as present at the meeting;
 - b. is counted for quorum purposes; and may vote at the meeting.

To **promote, protect, and improve** the health and safety of all Hoosiers.



6. Members will notify the Division of Program Performance & Development Division Director and the Nurse Aide Investigation Supervisor that the member wants to participate electronically at least seven (7) days before the meeting. The Division will consider requests to participate electronically made less than seven (7) days in advance of a meeting in cases of emergencies. The Division may reject a member's request for electronic participation if three (3) members have not confirmed physical attendance.

7. Votes of the commission shall be taken through roll call when a member or members are participating by electronic communications.

References: IC 16-19-2

IC 16-19-3

IC 5-14-1.5-3.6

Draft: July 24, 2025

Approval: September 16, 2025

Effective Date: September 16, 2025