



STATE OF INDIANA

ERIC J. HOLCOMB, Governor

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INDIANA ARCHIVES AND RECORDS ADMINISTRATION

Administrative Offices

Forms and Records Management Divisions

402 West Washington Street, Room W472

Indianapolis, Indiana 46204

OVERSIGHT COMMITTEE ON PUBLIC RECORDS

Policy: Electronic Meetings Policy # 14-01

Date: Revised July 24, 2019

Purpose:

The Oversight Committee on Public Records ("OCPR") Electronic Meetings Policy (the "Policy") is intended to comply with Indiana Code 5-14-1.5-3.6 and provide the framework for participation in and the conduct of public meetings where means of electronic communication are used by members of the OCPR not physically in attendance. The OCPR has the ability to utilize telephone conference calls, speaker phone and other communication technology to conduct OCPR business in order to effectuate the greatest amount of participation of the committee members.

Policy:

Physical attendance of committee members is always preferable to participation by electronic means of communication; however, the OCPR acknowledges there are circumstances under which physical attendance is not possible or is impractical. This policy will address those times in which physical attendance is overly burdensome or not possible.

- I. Minimum Physical Participation.** At any meeting of the OCPR, at least one third (1/3) of the members must be physically present at the place where the meeting is conducted.
- II. Treatment of Members Participating by Electronic Means.** A committee who participates in a meeting by a permitted electronic means of communication:
 - A. Shall be counted as present at the meeting; and
 - B. May vote at the meeting.
- III. Quorum.** The Commission must still have a quorum, which equates to at least a majority of the voting members, in order to transact business of the OCPR. A committee member who participates in a meeting by a permitted electronic means of communication shall be counted for purposes of a quorum.

IV. Permitted Means of Communication. A committee member not physically present at a meeting may participate in the meeting by any electronic means of communication, so long as the electronic communication permits:

- A. The member;
- B. All other members participating in the meetings; and
- C. All members of the public physically present at the place where the meeting is conducted to simultaneously communicate with each other.

V. Roll Call Voting. All votes of the OCPR during a meeting where any member participates by means of electronic communication shall be taken by a roll call vote, in which the name of each member of the Committee will be called individually and requested to cast their vote aloud.

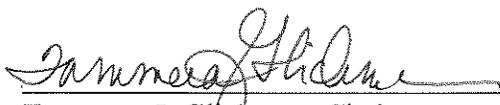
VI. Other Requirements.

- A. A committee member shall give reasonable notice to the OCPR meeting organizer of her/his request to attend the meeting electronically.
- B. Each member of the OCPR is required to physically attend at least two-thirds (2/3) of the meetings held by the OCPR annually.

Legal References: I.C. 5-14-1.5-3.6; I.C. 5-15-5.1-18

Effective Date: This Policy will be effective immediately upon approval by the OCPR.

Approval: This Policy was approved by a vote of the OCPR members present at the meeting held on July 24, 2019.



Tammera J. Glickman, Chairperson

7/24/19

Date