The following “Board Meeting Procedures and Electronic Participation Policy” (“Policy”) is hereby adopted by the Indiana Charter School Board (“ICSB”) to establish procedures for ICSB meetings and the participation of ICSB board members in ICSB meetings by electronic means pursuant to Indiana Code (“IC”) § 5-14-1.5-3 and IC § 5-14-1.5-3.6.

Meeting Participation
Each member of the ICSB is required to physically attend at least one (1) regular meeting of the ICSB annually. ICSB board members should make every effort to physically attend at least the Spring and Fall meetings to vote on charter school applications. Such meetings will be scheduled at least thirty (30) days in advance.

Regular Meetings
The ICSB shall meet no less than three (3) times a year, once in the Fall and twice in the Spring, to review and to make decisions on proposals to establish charter schools pursuant to IC § 20-24-3-4 and to make renewal decisions pursuant to IC § 20-24-4-1(a)(6)(E). Unless otherwise specified, regular meetings of the ICSB will be held in the Indiana Government Center South building. ICSB staff shall handle meeting logistics, including securing meeting locations and streaming support, for regular meetings.

Special Meetings
The Chair of ICSB may call a special meeting to address issues as needed. ICSB staff shall handle meeting logistics, including securing meeting locations for special meetings. ICSB members shall provide calendar availability to ICSB staff and the Chair or the Chair’s designee within forty-eight (48) hours after a request for a special meeting has been made. Following this forty-eight (48) hour period, ICSB staff will select a date for the special meeting, provided that a quorum can be obtained.

Executive Sessions
ICSB may meet in executive session for the reasons specified in IC § 5-14-1.5-6.1 and shall comply with the notice requirements of IC § 5-14-1.5-5. The Chair, with the assistance of the Executive Director, shall determine when an executive session is needed.
The Chair
Pursuant to IC § 20-24-2.1-1(c), the Chair of ICSB is appointed by the Governor. The ICSB shall elect a Vice-Chair from among its members by majority vote for a term of one year. If it is necessary for the Chair to be absent from a meeting for any reason, the Vice-Chair shall preside and exercise all the powers and duties of the Chair. The temporary Chair shall follow these Meeting Procedures.

Conduct of the Meeting
Except as expressly modified by these Board Meeting Procedures, all meetings shall be governed by the current edition of Robert’s Rules of Order, Newly Revised. The conduct of the meeting shall be at the discretion of the Chair; provided, however, each Board shall have the right and responsibility to participate fully in the meeting, to ask questions and provide input on any issue before the ICSB, to move the ICSB to a vote on any agenda item, and to discharge his or her duties fully as outlined in IC § 20-24-2.1-2.

Quorum and Official Action
Pursuant to IC § 20-24-2.1-1(d), a majority of the members appointed to the ICSB constitutes a quorum. Therefore, at least four ICSB members must be present, either physically or electronically, in order for a quorum to be present. The affirmative votes of a majority of the voting members appointed to the charter board are required for the charter board to take action. No action of the ICSB is considered valid unless at least four members vote in the affirmative, regardless of how many ICSB members are present, either physically or electronically. Voting by proxy is not permitted.

Voting Method
Votes by the ICSB are taken by alphabetical roll call of ICSB members, with the Chair voting last. Each ICSB member’s vote shall be recorded in the minutes. Subject to Paragraph 7 of the Electronic Participation Policy, at the Chair’s discretion, a vote may be taken by voice unless objected to by any other ICSB member. Roll call shall be taken and recorded by the ICSB staff.

Public Participation at Indiana Charter School Board Meetings
The ICSB shall, at its regular business meetings, accept comment from any interested person on items that appear on ICSB’s agenda for that meeting, as well as general public comments. Public participation at an ICSB meeting is subject to the following guidelines:

1. A person who desires to speak to ICSB members must register at the ICSB meeting room on the day of the meeting. Registration sheets shall customarily be available at least thirty (30) minutes prior to the start of the Board meeting, and registration shall close five (5) minutes before the start of the meeting. Required registration information shall include the name and address of the person providing the comments, the name of the organization (if any) that the person represents, and whether the speaker wishes to address a specific agenda item or make a general public comment. General comments will be heard during the “Public Comment” agenda item.
2. ICSB will not accept comments on specific adjudications that are governed by the Administrative Orders and Procedures Act (IC § 4-21.5) or by other statutory procedures that limit public participation. Persons who wish to participate in these proceedings may obtain procedural information from ICSB staff.

3. Statements on specific agenda items are limited to five (5) minutes in length, general public comments are limited to three (3) minutes in length. Statements shall be timed by ICSB staff and time limits will be strictly enforced.

4. Written comments may be submitted to the Chair or Executive Director by a speaker and copies shall be distributed to all ICSB members.

5. No person may speak more than once on the same topic. Statements relating to a specific agenda item are limited to that agenda item.

6. Comments shall be directed to all ICSB members, not to an individual ICSB member, and questions will not be entertained.

7. Comments may not include complaints against a specific person or persons. Specific complaints about a school or an individual should be brought to the attention of ICSB staff.

8. Statements may not be abusive, argumentative, or otherwise inappropriate for a public hearing, and persons making comments may not debate statements made by other persons.

The Chair shall enforce these rules and may, subject to appeal to the full board, take any action necessary to maintain order at the meeting, including, but not limited to:

- interrupting a person making a comment if the comment exceeds the time limit, is unduly repetitive, or otherwise violates these rules; and
- limiting the total amount of time devoted to public comments based on the number of persons wishing to make comments and the length of the Board’s agenda.

**Electronic Participation Policy**

The purpose of the Electronic Participation Policy is to allow the ICSB to avail itself of legislation passed by the Indiana General Assembly permitting governing bodies of state agencies to participate in meetings electronically. Pursuant to IC § 20-24-2.1 et seq., the authorizing statute for ICSB, ICSB members must be appointed by state and local office holders, which results in significant geographic diversity. Additionally, ICSB members are leaders in the state, as well as in their local communities. In light of time constraints imposed by geography and other professional commitments, this Electronic Participation Policy allows ICSB members greater flexibility to attend and participate in ICSB meetings electronically. Policy provisions are as follows:

1. ICSB members are encouraged to physically attend ICSB meetings. Absent exceptional circumstances, each ICSB member is limited to electronically attending no more than two
meetings per year. This Policy endeavors to balance convenience and greater membership participation with operational quality.

2. At least two (2) ICSB members must be physically present at the designated meeting site on the date of a scheduled meeting in order for a meeting to occur. Four (4) ICSB members must be present, either physically or electronically, in order for a quorum to be present.

3. The ICSB Chair and Executive Director are responsible for supervising and coordinating electronic participation in meetings by ICSB members. All requests to participate electronically must be submitted via email to the ICSB Chair with a copy to the Executive Director no later than three (3) days in advance of the meeting. All requests must be approved by the ICSB Chair.

4. An ICSB member participating via electronic means may do so by telephone, computer, video conferencing, or any other method of communication that allows for simultaneous communication and is capable of being recorded by members of the public.

5. An ICSB member appropriately participating via electronic means is considered present at the meeting, is counted for quorum purposes, and may vote at the meeting.

6. An ICSB member participating via electronic means pursuant to this Policy is not required to do so in a setting that is open to the public, e.g., a duly noticed executive session. This Policy does not create a right for the public to observe and record an executive session of the Board conducted pursuant to Ind. Code § 5-14-1.5-6.1, or any other applicable law.

7. In any meeting where an ICSB member participates in an ICSB meeting electronically and casts his/her vote, the ICSB member must provide written confirmation, by email or letter, of the vote to the ICSB Chair and Executive Director no later than seven (7) calendar days after the ICSB meeting where the vote was cast.

8. Where at least one ICSB member is participating via electronic means, all votes must be taken by roll call.

Per IC § 5-14-1.5-3.6, this Policy will be posted on the ICSB website.