

**INDIANA EDUCATION EMPLOYMENT RELATIONS BOARD:  
BOARD PARTICIPATION BY ELECTRONIC MEANS**

Pursuant to Ind. Code § 5-14-1.5-3.6, the Indiana Education Employment Relations Board (hereafter, the “Board”) adopts the following policy regarding electronic participation by Board members during a Board meeting. This Policy was adopted by the Board at its meeting of November 14, 2014, effective immediately.

**I. PURPOSE**

This Policy is promulgated with the intent and applied so as to:

- A. Balance ease of Board member access to and participation in orderly proceedings, especially where there are occurrences that pose impediments to physical attendance;
- B. Balance ease of Board member access to and participation in impasse proceedings, given the short timelines;
- C. Follow Ind. Code § 5-14-1.5-3.6, and any amendments thereto, in a manner consistent with the requirements of the Open Door Law; and
- D. Encourage Board members to physically attend meetings whenever possible, particularly when an adjudication is scheduled.

**II. POLICY PROVISIONS**

- 1. At least two (2) Board members must be physically present at the designated meeting site for the Board meeting.
- 2. A Board member wishing to attend a meeting via electronic means shall notify the General Counsel reasonably in advance of the Board meeting.
- 3. A Board 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 present at the designated meeting site.
- 4. A Board member participating in a meeting via electronic means pursuant to this Policy is not required to do so in a setting that is open to the public.
- 5. Agency staff will supervise and coordinate electronic participation pursuant to this Policy.
- 6. If a member is appointed to the Board after January 1 of a calendar year, the member must physically attend one Board meeting before the one-year anniversary of the member’s appointment. If, and only if, the Board does not meet between the

appointment date and December 31, then the physical attendance may be in the year following the calendar year of appointment.

7. Subject to the timing exception in paragraph 6, a Board member must physically attend at least one (1) Board meeting in every calendar year that the member belongs to the Board. In any given calendar year, the member may attend one or more meetings via electronic means (pursuant to this Policy) before the member attends a meeting physically. However, each Board member must physically attend at least one (1) Board meeting annually (meaning one meeting within any calendar year).
8. A Board member participating via electronic means under this Policy is considered present at the Board meeting and may vote at the Board meeting on any matter.
9. A Board member participating via electronic means may cast the deciding vote on any matter properly before the Board.
10. If a Board member is participating via electronic means pursuant to this Policy, all votes of the Board will be taken by roll call.
11. This Policy does not create a right for the public to observe and record an executive session of the Board conducted pursuant to I.C. § 5-14-1.5-6.1, or any other applicable law.

### **III. REVIEW AND AMENDMENT**

This Policy shall remain in full force and effect unless amended by the Board in an open meeting.