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Governor Mitchell E. Daniels, Jr.

**PHYSICIAN ASSISTANT COMMITTEE
ELECTRONIC MEANS PARTICIPATION POLICY**

Posted on the public IPLA webpage and copies available from main office

The following policy (the "Policy") regarding electronic participation in Indiana Physician Assistant Committee ("Committee") meetings was approved as set forth herein at the public meeting of 12/13/2012 by due consideration and 4-0 vote of the Committee.¹

I. Recitals: Policy and Legal Considerations

This Policy is adopted, and shall be interpreted to:

- A. Balance ease of Committee member's access and participation with orderly proceedings, including best practices for meetings including administrative hearings conducted in meeting;
- B. Follow Ind. Code § 5-14-1.5-3.6 and any other applicable provisions of the Open Door Law and other applicable law, and be interpreted in a manner consistent with such laws;
- C. Encourage Committee members to physically attend meetings whenever possible, especially when hearings are scheduled.²
- D. Ind. Code § 5-14-1.5-6 applies to electronic participation in Committee meetings and establishes various requirements, including that Committee members may participate electronically only if a means of communication is used that permits the Committee member, all other Committee members, and members of the public physically present at the place where the meeting is conducted to simultaneously communicate with each other during the meeting; at least two Committee members must be physically present at the place where the meeting is conducted; all votes in electronic meetings shall be roll call votes; each Committee member must be physically present for at least one meeting of the Committee annually; absent adopted policy to the contrary, a Committee member who participates by electronic communication is considered present, may be counted in establishing a quorum, and vote at the

¹ Statutory Background. P.L. 134-2012 (HEA No. 1003-2012) affected the Open Door Law (ODL) and the Access to Public Records Act (APRA). A notable change would allow a State agency such as the Indiana Professional Licensing Agency (IPLA) to allow its board/committee members to attend meetings via electronic means on or after January 1, 2013. In order to permit participation in such a fashion, the Indiana Physician Assistant Committee has adopted this Policy. The Committee is authorized to develop such a policy through Ind. Code §§ 5-14-1.5-3, 5-14-1.5-3.6.

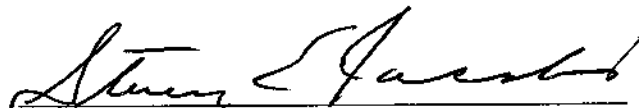
² Physical attendance is also important to maintain the minimum two (2) members at the designated meeting site.

meeting; and the Committee must comply with the Open Door Law and adopt a policy under Ind. Code § 5-14-1.5-6(g).

II. Policy Provisions

Based on the foregoing Recitals, the following Policy is hereby adopted by the Committee under Ind. Code § 5-14-1.5-6(g) :

1. Board members are encouraged to attend in person all meetings, especially where administrative hearings are scheduled.
2. At least two (2) Committee members must always be physically present at the designated meeting site.
3. A Committee member attending via electronic means shall notify the Chairman Director or Director reasonably in advance of the meeting. The Chairman shall approve all requests by the members to attend electronically.
4. Consistent with Ind. Code § 5-14-1.5-3.6(b), a Committee member participating via electronic means can 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.
5. Where at least one (1) Committee member is participating via electronic means at a meeting, all votes must be taken by roll call.
6. A Committee member appropriately participating via electronic means is considered present, is counted for quorum purposes, and may vote at the meeting on all matters. A Committee member participating via electronic means may cast the deciding vote on any matter properly before the Committee.
7. A Committee member participating in a meeting via electronic means is not required to do so in a setting that is open to the public.
8. The Chairman is delegated to supervise and coordinate electronic participation, with the assistance of the Committee director and in consultation, as necessary, with the Deputy Attorney General assigned to the Committee.



Steven E. Jacobs, P.A., Chairman

On Behalf of the Indiana Physician Assistant Committee