



Youth Justice Oversight Committee

Youth Justice Oversight Committee (YJOC)

Electronic Communication Attendance Policy

In compliance with I.C. 5-14-1.5-3.6, the following policy has been adopted by a majority vote of the members of YJOC on June 29, 2022, to provide for participation in its meetings through use of electronic communication:

- 1. Meeting Limitations:** All YJOC meetings may include members appearing by means of electronic communication. Members who participate by means of electronic communication shall be considered present for purposes of establishing a quorum and my vote at the meeting; however, these members may participate in any final action taken at the meeting only if the member can be seen and heard.
- 2. Meeting Minutes:** Meeting minutes for a meeting where a member attends electronically must:
 - a. State the name of each member who was physically present and the name of each member who participated in the meeting using an electronic means of communication
 - b. Identify members who were absent
 - c. Identify the electronic means of communication by which both the members participated, and the public attended and observed the meeting (unless the meeting was held in executive session)
- 2. Meeting Limit on Electronic Participation:** No more than nine (9) members may attend a meeting through electronic communication. At least fifty percent (50%) of the YJOC members must be physically present at a meeting. A member may not attend more than 50% of the meetings in a calendar year by means of electronic communication unless due to: military service; illness or other medical condition; death of a relative; or an emergency involving actual or threatened injury to persons or property, including a state of emergency declared by state or federal authorities.
- 3. Permission to Attend by Electronic Communication:** A member who cannot be physically present for a meeting must request authorization from the chair to participate by electronic communication at least 72 hours before the meeting to ensure a quorum can be present in

person. The chair has discretion to approve electronic participation requests submitted less than 72 hours in advance of a meeting.

4. Individual Member Limits: Attendance by electronic communication is limited by the provisions of I.C. 5-14-1.5-3.5.

5. Voting Requirements: All votes taken during a meeting with members participating by electronic communication must be taken by roll call vote. A member who participates in a meeting by electronic communication may not cast the deciding vote on any official action. A member casts the deciding vote on any official action if, regardless of the order in which the votes are cast, the member votes with the majority and the official action is adopted or defeated by one (1) vote.

6. Workgroups: YJOC has established several workgroups to study issues and make recommendations to the YJOC. The workgroup meetings are open to the public and shall be held in person. Workgroups can adopt an electronic communication attendance policy that complies with the above requirements to allow for participation of some members of the workgroup by electronic communication.