

### A Policy of the Indiana Advisory Commission on Intergovernmental Relations Regarding Meeting Attendance Using Means of Electronic Communication

Per P.L. 134-2012, state commissions, such as the Indiana Advisory Commission on Intergovernmental Relations (IACIR), are able to allow members to participate fully in meetings of the governing body by electronic means. The policy articulated here, effective on January 1, 2013, governs the use of this additional tool for participation in meetings of the IACIR.

The chairman of the IACIR, in consultation with the commission staff, may allow participation in commission meetings by means of electronic communication if the necessary equipment is available at the physical location of the meeting and to members participating solely using electronic communications.

The following conditions must also be met to allow IACIR members to participate in a commission meeting using electronic communications:

1. A member of the IACIR, who is not physically present at a meeting, may participate in a meeting of the IACIR by electronic communication only if the means of communication permits the member, all other members participating in the meeting; and all members of the public physically present at the place where the meeting is conducted to simultaneously communicate with each other during the meeting. This may be accomplished by using a conference phone, a Skype connection with video and/or audio, or a technology that meets the requirements in IC 5-14-1.5-3.6(b).
2. At least members ten (10) who must be present at the physical location of the meeting (IC 5-14-1.5-3.6(c)(1)).
3. No more than three (3) commission members may participate in a single meeting by electronic means (IC 5-14-1.5-3.6(g)(2)).
4. All votes of the commission during the meeting must be taken by roll call vote (IC 5-14-1.5-3.6(c)(2)).
5. Each member of the governing body is required to physically attend at least one (1) IACIR meeting of the governing body annually prior to participating in a meeting by electronic means (IC 5-14-1.5-3.6(d)). The commission will count the year as July 1 – June 30.
6. Nothing in this policy affects the public's right to attend a meeting of the IACIR at the place where the meeting is conducted and the minimum number of members is physically present (IC 5-14-1.5-3.6(c)(2)).
7. This policy must be posted on the IACIR website ([www.iacir.spea.iupui.edu](http://www.iacir.spea.iupui.edu)) (IC 5-14-1.5-3.6(h))

A member who participates in a meeting by electronic communication (1) is considered to be present at the meeting; (2) shall be counted for purposes of establishing a quorum; and (3) may vote at the meeting (IC 5-14-1.5-3.6(d)).

**Comment [JLP1]:** This section of the code only requires 8 members be present. I have suggested that the commission set a higher bar.

**Comment [JLP2]:** This is an optional element.

*IACIR*

*DRAFT*

The policy described above was adopted by the Indiana Advisory Commission on Intergovernmental Relations on [date].

Signed,

Representative Michael Karickhoff  
Chair