

Indiana Lobby Registration Commission Electronic Meetings Policy

Pursuant to IC 5-14-1.5-3.6, the Indiana Lobby Registration Commission (hereafter, the "Commission") adopts the following Policy regarding electronic participation by Commission members during a Commission meeting. This Policy was adopted by the Commission at its meeting held on June 4, 2018, and remains effective until amended or repealed by the Commission.

PREAMBLE

This Policy is adopted with the intent and application so as to:

balance ease of Commission member access to and participation in Commission proceedings, especially when there are circumstances that pose impediments to physical attendance;

follow IC 5-14-1.5-3.6, and any amendments thereto, in a manner consistent with the requirements of the Indiana Open Door Law; and

encourage Commission members to physically attend meetings whenever possible.

POLICY PROVISIONS

1. At least three (3) Commission members must be physically present at the designated meeting site for any Commission meeting.
2. If more than one (1) Commission member requests electronic participation at a Commission meeting, and there is the possibility that the Commission may not have the required number of Commission members physically present at the Commission meeting site, then the Commission Chair shall determine which Commission member may attend the Commission meeting via electronic means pursuant to this Policy.
3. A Commission member is not required to obtain prior authorization to participate in a Commission meeting electronically pursuant to this Policy.
4. A Commission member who wishes to participate in a Commission meeting via electronic means shall notify the Commission Chair at least five (5) hours before the scheduled start of the Commission meeting or within a reasonable amount of time of determination of his or her inability to attend in person due to unforeseen circumstances.

5. A Commission member who participates in a Commission meeting via electronic means may do so by telephone, computer, video conferencing, or any other method of communication that (a) allows for simultaneous communication; and (b) provides the capability of being heard by other Commission members and by members of the public who are present at the designated meeting site.
6. A Commission member who participates in a Commission meeting via electronic means pursuant to this Policy is not required to do so in a setting that is open to the public.
7. The Commission Chair, with the assistance of the Commission Executive Director and General Counsel, is charged with the responsibility of supervising and coordinating electronic means participation by Commission members pursuant to this Policy.
8. Each Commission member must physically attend at least one (1) Commission meeting annually.
9. A Commission member who participates in a Commission meeting via electronic means pursuant to this Policy is considered present at the Commission meeting and may vote at the Commission meeting on any matter.
10. A Commission member who participates in a Commission meeting via electronic means pursuant to this Policy may cast the deciding vote on any matter properly before the Commission.
11. When a Commission member is participating in a Commission meeting via electronic means pursuant to this Policy, all votes of the Commission must be taken by roll call.
12. This Policy does not create a right for the public to observe and record any Executive Session of the Commission conducted pursuant to IC 5-14-1.5-6.1 or any other applicable law.
13. This Policy shall remain in full force and effect unless amended or repealed by the Commission at a public meeting of the Commission.

I certify that the foregoing is a true and accurate statement of the Policy adopted by the Commission at its public meeting on June 4, 2018.

S/ Beverly Gard

Beverly Gard, Chairperson
Indiana Lobby Registration Commission