

ELECTRONIC PARTICIPATION POLICY

Pursuant to Indiana Code 5-14-1.5-3.6, the Indiana Network of Knowledge Governance Committee (“Committee”) adopts the following Policy regarding electronic participation by Committee members during a Governance Committee meeting. A copy of this policy will be posted on INK’s website at available for inspection at the main office.

I. Recitals: Policy Considerations

This policy is promulgated, and shall be interpreted to:

- Balance ease of Committee member access to and participation in orderly proceedings, especially where there are occurrences that pose impediments to physical attendance;
- Follow I.C. 5-14-1.5-3.6, and any amendments thereto, in a manner consistent with the requirements of the Open Door Law; and,
- Encourage Committee members to physically attend meetings whenever possible.

II. Policy Provisions

1. I.C. 5-14-1.5-3.6(c) requires that the minimum number of Committee members physically present at the designated meeting site for must be the greater of: two (2) or one-third (1/3) of the Committee members.
2. The INK Executive Director established by I.C. 22-4.5-10-8 is responsible for supervising and coordinating all electronic participation by Committee members.
3. In order to ensure a quorum and the minimum number of physical participants, a Committee member is required to notify the INK Executive Director of his or her intention to participate via electronic means pursuant to this policy. A Committee member must submit an email request to participate via electronic means to the INK Executive Director with a copy to the INK Governance Committee Chair no later than two (2) business days in advance of the INK Governance Committee meeting, absent any exceptional circumstances¹. All requests must be acknowledged by the INK Executive Director before a requesting Committee member may participate via electronic means pursuant to this policy.

¹ Exceptional circumstances may include, but are not limited to, severe weather, illness, or a death in the family.

4. A Committee member participating via electronic means pursuant to this policy shall do so through a conference call system designated by the INK Executive Director that is capable of being recorded by members of the public present at the designated meeting site.
5. A Committee member participating via electronic means pursuant to this policy is not required to do so in a setting that is open to the public.
6. Committee members are encouraged to physically attend all Governance Committee meetings as possible. Committee members must physically attend the first Governance Committee meeting subsequent to appointment or reappointment. A Committee member is precluded from attending via electronic means pursuant to this policy until such Committee member physically attends a Governance Committee meeting. This policy endeavors to balance convenience and greater membership participation with operational quality.
7. For meetings of subcommittees, at least two (2) subcommittee members must physically attend in a public meeting space to enable members of the public who are physically present to view the subcommittee proceedings and simultaneously communicate with the members during any public comment period. There is no limitation on the number of subcommittee meetings that members may attend electronically.
8. A Committee member participating via electronic means pursuant to this policy is considered present at the Governance Committee meeting, is counted for quorum purposes, and may vote at the Governance Committee meeting on any matter. A Committee member participating via electronic means may cast the deciding vote on any matter properly before the Governance Committee and, when possible, shall fully participate in the Governance Committee meeting.
9. Where at least one (1) Committee member is participating via electronic means pursuant to this policy, all votes of the Governance Committee shall be taken by roll call.
10. This policy does not create a right for the public to observe and record an executive session of the Committee conducted pursuant to I.C. 5-14-1.5-6.1, or any other applicable law.

III. Expiration

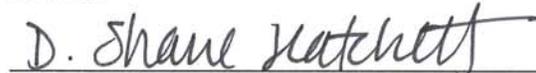
This policy shall remain in effect until amended or rescinded by the INK Governance Committee or by statute.

APPROVED:



William McConnell, *Chair*

ATTEST:



Shane Hatchett, *Acting INK Executive Director*

DATE:

