

Perinatal Genetics and Genomics Advisory Committee

Electronic Communication Policy

Purpose

The Perinatal Genetics & Genomics Advisory Committee (PGGAC) is a multidisciplinary body of members from across the state who hold specialized expertise in newborn screening. The PGGAC is subject to the Indiana Open Door Law, IC 5-14-1.5, which permits the public to attend meetings of public boards in person to observe the proceedings. This policy exists to ensure adherence to Indiana laws and regulations, as well as equitable and just conduct of all committee members.

Policy Statement

Members will be asked to commit to a two-year term on the committee. While committee members are encouraged to attend all PGGAC meetings in person, IC 5-14-1.5-3.6 authorizes committee members to participate in meetings electronically. However, at minimum, one third (1/3) of the members must be physically present at the place where the meeting is conducted, see IC 5-14-1.5-3.6(c)(1)(B).

Procedures and Responsibilities

Policy for Participation in Meetings by Electronic Communication by PGGC Members

- A. Each member of the PGGAC must physically attend at least one (1) meeting annually, and members are encouraged to attend all meetings in person.
- B. Each member participating in a meeting by electronic communication is considered to be present at the meeting, shall be counted for purposes of establishing a quorum, and may vote at the meeting.
- C. Attendance at an upcoming PGGAC meeting must be confirmed at least three (3) days in advance. A member must request authorization to participate in a meeting of the PGGAC by electronic communication at least three (3) days in advance. Emergency requests to participate electronically will be considered within three (3) days of the meeting for good cause shown. Attendance confirmation and requests for electronic participation will be submitted to the chairperson. Requests for electronic participation may be rejected if one third (1/3) of members have not confirmed in-person attendance.
- D. PGGAC members participating by electronic communication must use a means of communication that permits the following person(s) to simultaneously communicate with each other during the meeting:

- a. the member;
 - b. all other members participating in the meeting; and
 - c. all members of the public physically present at the place where the meeting is conducted.
- E. All votes of the governing body during an electronic meeting must be taken by roll call vote.

Legal Authorities and References

- I. Indiana Open Door Law, [IC 5-14-1.5](#)
- II. Newborn Screening Law, [IC 16-41-17](#)