

ADMINISTRATIVE POLICIES AND
PROCEDURES

APPROVED BY: State Fair Commission

DATE: April 16, 2015

**INDIANA STATE FAIR COMMISSION
PARTICIPATION BY ELECTRONIC MEANS FOR COMMISSION MEETINGS**

Pursuant to Indiana Code § 5-14-1.5-3.6, the Indiana State Fair Commission (hereafter, the “Commission”) adopts the following Policy regarding electronic participation by members of the Commission (“Commission Members”) for Commission meetings (“Commission Meetings”) **only**. This Policy was adopted by the Commission at its April 16, 2015 meeting and is effective as of that date.

I. POLICY CONSIDERATIONS

This Policy is promulgated with the intent and applied so as to:

- A. Balance ease of Commission Members’ access to and participation in orderly proceedings, especially where there are occurrences that pose impediments to physical attendance;
- B. Follow Indiana Code § 5-14-1.5-3.6, and any amendments thereto, in a manner consistent with the requirements of the Open Door Law; and
- C. Encourage Commission Members to physically attend Commission Meetings whenever possible.

II. POLICY PROVISIONS

- 1. At least three (3) or not less than one-third of the Commission Members must be physically present at the designated meeting site for Commission Meetings.
- 2. Where multiple Commission Members request electronic participation for a meeting, and there is the possibility the Commission may not have the required number of members physically present at the meeting site, the Chair of the Commission shall determine which Commission Members may attend the meeting via electronic means pursuant to this Policy.
- 3. A Commission Member **is** required to obtain prior authorization to participate electronically under this Policy.
- 4. A Commission Member wishing to attend a meeting via electronic means shall notify the Executive Director reasonably in advance of the Commission Meeting.
- 5. A Commission Member participating via electronic means may do so by telephone, computer, video conferencing, or any other method of communication that allows for

simultaneous communication and is capable of being recorded by members of the public present at the designated meeting site.

6. A Commission Member participating in a 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 Executive Director is delegated the authority to supervise and coordinate electronic participation pursuant to this Policy by Commission Members.
8. Each Commission Member may attend via electronic means pursuant to this Policy no more than three (3) times in any calendar year. Physical attendance must occur **during** the calendar year.

A Commission Member is **not precluded** from attending via electronic means pursuant to this Policy until such Commission Member physically attends a Commission Meeting in a calendar year.

9. For a Commission Member appointed or designated after the beginning of a calendar year, the appointed or designated Commission Member must physically attend a Commission Meeting at the earliest practicable time following such appointment but no later than two (2) months after such appointment or designation.
10. A Commission Member participating via electronic means under this Policy is considered present at the Commission Meeting, shall be counted for the purposes of establishing a quorum and may vote at the Commission Meeting on any matter.
11. A Commission Member participating via electronic means may cast the deciding vote on any matter properly before the Commission.
12. Where at least one (1) Commission Member is participating via electronic means pursuant to this Policy, all votes of the Commission will be taken by roll call.
13. This Policy does not create a right for the public to observe and record an executive session of the Commission conducted pursuant to I.C. § 5-14-1.5-6.1, or any other applicable law.

III. REVIEW AND AMENDMENT

This Policy shall remain in full force and effect unless amended by the Commission in a meeting open to the public under Indiana Code Ch. 5-14-1.5, *et seq.* (The Indiana Open Door Law).