



Region 4 Workforce Investment Board
Policy for Electronic Participation in Meetings

PURPOSE: To establish a policy that provides for the Region 4 Workforce Board to properly conduct meetings with the electronic participation of its members.

REFERENCES: HEA No. 1003-2012 (P.L. 134-2012); Open Door Law (IC 5-14-1.5); Access to Public Records (IC 5-14-3)

GENERAL REQUIREMENTS AND POLICY ESTABLISHMENT

Board members may participate by electronic means in a meeting of the Region 4 Workforce Board under the following conditions:

- The means of electronic participation permits simultaneous communication;
- The meeting complies with all other requirements of the Open Door Law; and
- Subsequent to its adoption by the majority of the Board, this policy is posted on the Region 4 Workforce Board website.

ACTION DURING THE MEETING

When a meeting with electronic communication is conducted, the Board must comply with the following guidelines:

- The greater of two (2) members or one-third (1/3) of the Board must be physically present at the meeting place; and
- Votes must be taken by roll call.

MEMBER ATTENDANCE REQUIREMENT

- Each member of the Board must physically attend at least three (3) meetings annually.

DOES NOT AFFECT EXECUTIVE SESSIONS

- This policy does not affect the Board's right to exclude the public from an executive session in which a member participates by electronic communication.

Effective Date: March 1, 2013