COMMISSION FOR HIGHER EDUCATION
Thursday, May 9, 2013

DECISION ITEM G: **Electronic Communication Policy for Commission Meetings**

Staff Recommendation   That the Commission for Higher Education approve the *Electronic Meeting Policy for Commission Meetings*, dated May 9, 2013.

Background   Pursuant to Indiana Code 5-14-1.5-3.6, in order for the Commission to conduct meetings using electronic communications, the Commission must adopt a policy that governs the participation in Commission's meetings by electronic communication.

The adoption of a governing policy would allow those Commission members who participate via electronic communication to be counted as present for the meeting and to vote on official action items brought before the Commission.

The policy provides parameters in which Commission members can participate in meetings of the Commission, notification to staff when a member may use electronic communications for a meeting, requirements by the law that govern procedures when conducting a meeting via electronic communication and other related items.

Upon approval by the Commission, this policy will take effect immediately.

Supporting Documents   *ICHE Meetings and Electronic Communication Policy.*

ICHE Meetings and Electronic Communication Policy
Proposed Policy May 9, 2013

Definitions: The following definitions are applicable throughout this Policy:

Commission Meeting – means a gathering of a majority of the current Commission members for the purpose of taking Official Action on public business.

Commission Committee Meetings – means a gathering of a majority of the current Commission members appointed by either the Commission or its presiding officer to which authority to take Official Action has been delegated.

Policy:
It is the policy of the Indiana Commission for Higher Education (ICHE) to permit members to participate by electronic means of communication (via telephone or other electronic means) during Commission Meetings and Commission Committee Meetings as authorized under IC 5-14-1.5-3.6 in which official action (as defined by IC 5-14-1.5-2(d)) is taken.

Participation
A Commission member may participate in Commission Meetings or Commission Committee Meetings if the member uses a means of communications that permits: the member, all other members participating in the meeting, all members of the public physically present at the place where the meeting is being conducted and if the meeting is conducted under an electronic communications policy adopted by the Commission, all members of the public physically present at a public location at which a member participates by means of electronic communication; to simultaneously communicate with each other during the meeting.

Each Commission member must physically attend at least one Commission meeting and at least one Commission Committee Meeting per calendar year.

The maximum number of Commission members who may participate in a meeting via electronic communications is:
- for Commission Meetings any number of members that are more than the required majority of current Commission members that must be physically present, and
- for Commission Committee Meetings any number of committee members so long as a majority of the committee members participate in the meeting.

For Commission Meetings there must be a majority of current members physically present to conduct business (CHE Bylaws). No Commission Meeting can be conducted entirely by electronic means. Before the commencement of Commission Meetings or Commission Committee Meetings the presiding officer must acknowledge those members participating in the meeting by electronic means.

Notice to ICHE Staff
A Commission member is encouraged to notify Commission staff in advance of any Commission Meeting or Commission Committee Meeting if the member will participate in the meeting by electronic means.

Records of Participation Via Electronic Communications
If, during a Commission Meeting a Commission member participates via electronic communication and any votes are taken, a roll call vote must be conducted.

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