



INDIANA MOBILE INTEGRATED HEALTHCARE ADVISORY COMMITTEE ELECTRONIC COMMUNICATIONS MEETINGS POLICY

I. Purpose

Indiana Code 5-14-1.5-3.6 allows members of the governing body of a state agency, such as the Indiana Mobile Integrated Healthcare Advisory Committee ("MIHAC"), an EMS Commission subcommittee as authorized by IC 16-31-12-3, who are not physically present at the meeting to participate in meetings of the governing body using electronic communications if all of the requirements under IC 5-14-1.5-3.6 are met including the requirement that the governing body adopt a policy to govern participation in the governing body's meetings by electronic communication.

This Indiana MIHAC Electronic Communications Meeting Policy (the "Policy") is intended to comply with these statutory requirements and will provide for the participation in and conducting of meetings where means of electronic communication are used by members of the MIHAC not physically in attendance.

II. Applicability

This Policy applies to meetings of the MIHAC in which any member of the MIHAC participates electronically.

III. Policy

- A. **Minimum Physical Participation.** As required by IC 5-14-1.5-3.6, at any meeting of the MIHAC, at least five (5) voting members of the MIHAC must be physically present at the place where the meeting is conducted.
- B. **Treatment of Members Participating by Electronic Means.** A member of the MIHAC who participates in a meeting by a permitted electronic communication shall be considered to be present at the meeting and may vote at the meeting.
- C. **Quorum.** A member of the MIHAC who participates by a permitted electronic means of communication shall be counted for purposes of establishing a quorum.
- D. **Permitted Means of Communication.** A member of the MIHAC not physically present at a meeting may participate in the meeting by any electronic means of communication so long as that electronic means of communication permits:
 - 1. the member;
 - 2. all other members participating in the meeting; and
 - 3. all members of the public physically present at the place where the meeting is conducted to simultaneously communicate with each other.

- E. **Roll Call Voting.** As required by IC 5-14-1.5-3.6(c)(2), all votes of the MIHAC during a meeting where any member participates by means of electronic communication shall be taken by roll call vote, in which the name of each member of the MIHAC present will be called individually and requested to cast their vote aloud.
- F. **Limitations.** In addition to the above requirements, the following requirements are also applicable:
1. **Annual Minimum Physical Participation.** Each member of the MIHAC must physically attend at least one (1) of the physically held meetings of the MIHAC held in a calendar year. This restriction does not apply to meetings that are approved as virtual only during a declared public health emergency.
 2. **Technological Limitations.** If a meeting location is chosen for a MIHAC meeting that is not conducive to participation by means of electronic communications due to technological limitations, the MIHAC members will be notified in advance of the meeting that participation by electronic communications will not be available for that meeting.
 3. **Documents.** Any documents made available to those individuals attending a MIHAC meeting in person will also be made available to those attending by means of electronic communications.
 4. **Publication of Policy.** As required by IC 5-14-1.5-3.6(h), this policy will be posted on the Internet web site of the MIHAC.

This Policy was adopted by the Indiana MIHAC on March 10, 2021.



Chairperson, Mobile Integrated Healthcare Advisory Committee