

**INDIANA STATE BOARD OF EDUCATION
ELECTRONIC MEANS PARTICIPATION POLICY**

Posted on the public SBOE webpage and copies available from main office

Pursuant to Ind. Code § 5-14-1.5-3.6, the Indiana State Board of Education (“Board”) adopts the following Policy regarding electronic participation by Board members during a Board meeting. The Policy was adopted by the Board _____, effective _____.

I. Recitals: Policy Considerations

This Policy is promulgated, and shall be interpreted to:

- A. Balance ease of Board member access to and participation in orderly proceedings, especially where there are occurrences that pose impediments to physical attendance;
- B. Follow Ind. Code § 5-14-1.5-3.6, and any amendments thereto, in a manner consistent with the requirements of the Open Door Law;
- C. Aid in recruitment of Board members on a statewide basis whose ability to participate electronically in some meetings would further enhance the attainment and maintenance of balanced geographical representation; and
- D. Encourage Board members to physically attend meetings whenever possible, particularly when adjudication is scheduled.
- E. [Any additional recitals the Board may wish to include.]**

II. Policy Provisions

- 1. At least four (4)¹ Board members must be physically present at the designated meeting site for the Board meeting. ***In case of difficulty of scheduling or the possibility that the Board may not have the required number of Board members physically present at the Board meeting site, the Chairperson of the Board shall determine who may attend via electronic means pursuant to this Policy.***
- 2. The Board Administrator is responsible for supervising and coordinating all electronic participation by Board members.
- 3. ***A Board member is required to obtain prior authorization to participate via electronic means pursuant to this Policy. No later than forty-eight (48) hours² in advance of the Board meeting,***

¹ As an eleven-member Board, the minimum number of Board members who must be physically present at the meeting site is four. The Board may choose to require more Board members be physically present at the meeting site, but it may not require less.

² The Board may require more or less notification time.

a Board member must submit an email request to participate via electronic means to the Chairperson of the Board with a copy to the Board Administrator. All requests must be approved by the Chairperson of the Board before a requesting Board member may participate via electronic means pursuant to this Policy. A request by the Chairperson of the Board to participate via electronic means pursuant to this Policy must be approved by the Secretary of the Board.

4. A Board member participating via electronic means pursuant to this Policy 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.
5. ***A Board member participating via electronic means pursuant to this Policy is not required to do so in a setting that is open to the public.***
6. Each Board member must physically attend at least one (1)³ Board meeting annually. ***Physical attendance must occur within the first three (3) months⁴ of appointment or reappointment. A Board member is precluded from attending via electronic means pursuant to this Policy until such Board member physically attends a Board meeting in a calendar year.***
7. A Board member participating via electronic means pursuant to this Policy is considered present at the Board meeting, is counted for quorum purposes, and may vote at the Board meeting on any matter. ***A Board member participating via electronic means may cast the deciding vote on any matter properly before the Board and, when possible, shall fully participate in the Board meeting.***
8. Where at least one (1) Board member is participating via electronic means pursuant to this Policy, all votes of the Board shall be taken by roll call.
9. ***Board members are encouraged, but not required, to attend in person all meetings possible, especially where adjudication is set. This Policy endeavors to balance convenience and greater membership participation with operational efficiency and quality.***
10. This Policy does not create a right for the public to observe and record an executive session of the Board conducted pursuant to Ind. Code § 5-14-1.5-6.1, or any other applicable law.
11. This Policy shall terminate on _____ unless amended or renewed earlier by the Board.

³ The Board may require that members physically attend more than one meeting, but it may not require less.

⁴ The Board may require that physical attendance occur within the first 6 months, 9 months, or another designated time frame.