

ELECTRONIC PARTICIPATION POLICY FOR PUBLIC MEETINGS

This Policy shall govern electronic participation in public meetings by board members, all in accordance with Indiana Code chapter § 5-14-1.5.

1. **Minimum number physically present:** Except in cases of disaster or emergency, at least two board members must be physically present at a meeting.
2. **Simultaneous communication required to participate:** Board members who participate in a meeting by electronic communication must use an electronic means of communication that allows all participating board members to simultaneously communicate with one another along with all members of the public present at the place where the meeting is being conducted.
3. **Roll call vote required:** If any board member is participating by electronic communication during any meeting open to the public and not in executive session, all actions shall be decided by roll call vote.
4. **Physical attendance requirement:** Each board member is required to physically attend at least one (1) meeting of the Porter County Municipal Airport Authority annually.
5. **Emergency exceptions:** In the event an emergency is declared by the Governor of Indiana under Ind. Code § 10-14-3-12, or a local disaster emergency is declared by the Porter County Board of Commissioners under Ind. Code § 10-14-3-29, board members are permitted to participate in a meeting by electronic means of communication without restriction on the number of members participating, annual limit, or consecutive limit. Electronic participation during an emergency is subject to the following requirements:
 - a. At least a quorum of board members participate in the meeting by electronic means of communication or in person;
 - b. The public is able to simultaneously attend and observe the meeting, except for executive sessions;
 - c. The minutes or memoranda of the meeting:
 - i. State the names of each member who participated by electronic means, and identify the electronic means used by the member;
 - ii. State the names of any member who was absent; and
 - iii. Identify the electronic means of communication by which the public was able to attend and observe the meeting.
 - d. All votes in a meeting where a member is participating by electronic means of communication must be done by roll call vote.