



Policy Title: Indiana State Lottery Commission Electronic Meetings Policy

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Purpose:

The 2012 Indiana General Assembly authorized the members of the governing body of a public agency to participate in meetings of the governing body by means of electronic communication. The new law authorizes such electronic participation if, (1) the meeting complies with all other requirements of the Indiana Open Door Law, and (2) a majority of the governing body adopts a policy regarding the use of electronic communication to participate in a meeting. The Indiana State Lottery Commission Electronic Meetings Policy (the "Policy") is intended to comply with the second requirement state above and will provide the framework for participation in and conducting of meetings where means of electronic communication are used by members of the Commission not physically in attendance.

Policy:

While physical attendance of commissioners is always preferable to participation by electronic means of communication, this policy will address times in which physical attendance is overly burdensome or not possible.

- A. **Minimum Physical Participation.** At any meeting of the Indiana State Lottery Commission at least two (2) commissioners must be physically present at the place where the meeting is conducted.
- B. **Treatment of Members Participating by Electronic means.** A commissioner who participates in a meeting by a permitted electronic means of communication:
 - a. Shall be counted as present at the meeting; and
 - b. May vote at the meeting
- C. **Quorum.** The Commission must still have a quorum, which equates to at least three (3) commissioners in order to transact business of the Commission. A commissioner who participates in a meeting by a permitted electronic means of communication shall be counted for purposes of establishing a quorum.
- D. **Permitted Means of Communication.** A commissioner not physically present at a meeting may participate in the meeting by any electronic means of communication, so long as that electronic communication permits:
 - a. The member;
 - b. All other members participating in the meeting; and
 - c. All members of the public physically present at the place where the meeting is conductedTo simultaneously communicate with each other
- E. **Roll Call Voting.** All votes of the Commission 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 Commission will be called individually and requested to cast their vote aloud.

F. Limitations.

- a. Annual Minimum Participation. Each commissioner must attend at least one (1) meeting of the Commission annually.
- b. Notice of Intent to Participate by Electronic Means. A commissioner intending to participate in a meeting of the Commission should provide notice of such intent, in writing, to the Executive Director and the Chairman of the Commission at least forty-eight (48) hours prior to the time of the Commission Meeting, exclusive of weekends and holidays, to allow adequate arrangements to be made.
- c. Maximum Electronic Participation. No more than two (2) commissioners may participate by electronic means of communication at a meeting of the Commission.