

ADMINISTRATIVE POLICIES AND
PROCEDURES

APPROVED BY: State Fair Board
DATE: May 13, 2021

**INDIANA STATE FAIR BOARD
PARTICIPATION BY ELECTRONIC MEANS FOR BOARD MEETINGS**

Pursuant to Indiana Code § 5-14-1.5-3.6, the Indiana State Fair Board (hereafter, the “Board”) adopts the following Policy regarding electronic participation by members of the Board (“Board Members”) for Board meetings (“Board Meetings”) **only**. This Policy was adopted by the Board at its May 13, 2021 meeting and is effective as of that date.

I. POLICY CONSIDERATIONS

This Policy is promulgated with the intent and applied so as to:

- A. Balance ease of Board Members’ access to and participation in orderly proceedings, especially where there are occurrences that pose impediments to physical attendance;
- B. Follow Indiana Code § 5-14-1.5-3.6, and any amendments thereto, in a manner consistent with the requirements of the Open Door Law; and
- C. Encourage Board Members to physically attend Board Meetings whenever possible.

II. POLICY PROVISIONS

- 1. At least one-third of the Board Members must be physically present at the designated meeting site for Board Meetings.
- 2. A Board Member wishing to attend a meeting via electronic means shall notify the Vice President & Chief Operating Officer reasonably in advance of the Board Meeting.
- 3. A Board Member participating via electronic means 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.
- 4. A Board Member participating in a meeting via electronic means pursuant to this policy is not required to do so in a setting that is open to the public.
- 5. The Vice President & Chief Operating Officer is delegated the authority to supervise and coordinate electronic participation pursuant to this Policy by Board Members.

6. A Board Member is **required to** physically attend at least one (1) Board Meeting in a calendar year.
7. A Board Member participating via electronic means under this Policy is considered present at the Board Meeting, shall be counted for the purposes of establishing a quorum and may vote at the Board Meeting on any matter.
8. A Board Member participating via electronic means may cast the deciding vote on any matter properly before the Board.
9. Where at least one (1) Board Member is participating via electronic means pursuant to this Policy, all votes of the Board will be taken by roll call.
10. This Policy does not create a right for the public to observe and record an executive session of the Board conducted pursuant to I.C. § 5-14-1.5-6.1, or any other applicable law.

III. REVIEW AND AMENDMENT

This Policy shall remain in full force and effect unless amended by the Board in a meeting open to the public under Indiana Code Ch. 5-14-1.5, *et seq.* (The Indiana Open Door Law).