

**INDIANA OCCUPATIONAL THERAPY COMMITTEE
PARTICIPATION BY ELECTRONIC MEANS POLICY**

Pursuant to Ind. Code § 5-14-1.5-3.6, the Indiana Occupational Therapy Committee (hereafter, the "Committee") adopts the following Policy regarding electronic participation by Committee members during a Committee meeting. This Policy was adopted by the Committee at its meeting of July 15, 2014, effective until amended or repealed.

PREAMBLE

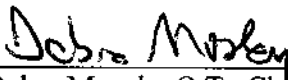
This Policy is promulgated with the intent and applied so as to:

- A. Balance ease of Committee 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 Committee 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 Committee members to physically attend meetings whenever possible.

POLICY PROVISIONS

- 1. At least two (2) Committee members must be physically present at the designated meeting site for the Committee meeting.
- 2. Where multiple Committee members request electronic participation for a Committee meeting, and there is the possibility the Committee may not have the required number of Committee members physically present at the Committee meeting site, the Committee's Director shall determine which Committee members may attend the Committee meeting via electronic means pursuant to this Policy.
- 3. A Committee member is not required to obtain prior authorization to participate electronically under this Policy.
- 4. A Committee member wishing to attend a meeting via electronic means shall notify the Committee Director, no later than 5 hours before the scheduled start of the Committee meeting or within a reasonable amount of time of determination of inability to attend due to unforeseeable circumstances.
- 5. A Committee 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.

6. A Committee 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.
7. The Chair, with the assistance of the Committee Director, is delegated to supervise and coordinate electronic participation pursuant to this Policy by Committee members.
8. Each Committee member must physically attend at least one (1) Committee meeting annually.
9. A Committee member participating via electronic means under this Policy is considered present at the Committee meeting and may vote at the Committee meeting on any matter.
10. A Committee member participating via electronic means may cast the deciding vote on any matter properly before the Committee.
11. Where at least one (1) Committee member is participating via electronic means pursuant to this Policy, all votes of the Committee will be taken by roll call.
12. This Policy does not create a right for the public to observe and record an executive session of the Committee conducted pursuant to I.C. § 5-14-1.5-6.1, or any other applicable law.
13. This Policy shall remain in full force and effect unless amended by the Committee in an open meeting.



Debra Mosely, O.T., Chair
Indiana Occupational Therapy Committee

Dated at Indianapolis, Indiana, this 15th day of July, 2014