

COMMISSION ON SECLUSION AND RESTRAINT IN SCHOOLS ELECTRONIC PARTICIPATION POLICY

Adopted November 19, 2014

The following Policy has been established by the Commission on Seclusion and Restraint in Schools (the "Commission") regarding electronic participation of members of the Commission on Seclusion and Restraint in Schools in Commission meetings beginning August 22, 2013 and continuing. The Commission is authorized to develop this policy through IC 5-14-1.5-3, IC 5-14-1.5-3.6.

I. Policy Considerations

The purpose of this Policy is to allow the Commission to avail itself of legislation recently passed by the Indiana General Assembly that allows governing bodies to participate in meetings electronically. Per I.C. 5-14-1.5-2, the Commission is a governing body.

Pursuant to I.C. 20-20-40 et seq., the authorizing statute for the Commission, membership for the Commission is to be made up of certain key stakeholders who represent schools and diverse populations who are affected by the statute. The membership also resulted in significant geographic diversity among Commission members. Additionally, Commission Members are leaders in the state, as well as in their local communities. In light of time constraints imposed by geography and other professional commitments, this Policy allows Commission members greater flexibility to attend and participate in Commission meetings electronically.

II. Policy Provisions

1. Each Commission Member must physically attend at least one (1) Commission meeting annually.
2. At least three (3) Commission members must be physically present at the designated meeting site on the date of the scheduled meeting.
3. The Commission Chair and the IDOE support staff are responsible for supervising and coordinating all electronic participation by Commission members. A Commission member who intends to participate in a Commission meeting electronically must notify the Commission Chair and the IDOE support staff person no later than three (3) days in advance of the meeting.
4. All requests to participate electronically must be submitted via email to the Commission Chair with a copy to the IDOE support staff person. All requests must be approved by the Commission Chair before the requesting Commission member can participate in a meeting electronically. The approval may occur at any time prior to a scheduled Commission meeting.

5. A Commission member participating via electronic means can do so by telephone, computer, video conferencing, or any other method of communication that allows for simultaneous communication, and that is capable of being recorded by members of the public who are present at the physical meeting site.
6. A Commission member appropriately participating via electronic means is considered present, may vote and is counted for quorum purposes.
7. A Commission member participating electronically is not required to do so in a setting that is open to the public.
8. Where at least one (1) Commission member is participating via electronic means, all votes must be taken by roll call.
9. In any meeting where an Commission member participates in an Commission meeting electronically and casts his/her vote, the Commission Member must provide written confirmation of the vote to the Commission Chair no later than seven (7) calendar days after the Commission meeting where the vote was cast.

Per IC 5-14-1.5-3.6, this Policy will be posted on the Commission's website.

This Policy will not terminate unless the Commission meets to renew, modify or terminate the Policy.