

SOP 15-12
Electronic Participation in Meetings
Standard Operating Procedures
Grow Southwest Indiana Region 11
Approval Date: 12/07/12
Revision Date: 06/25/2013

Purpose

To provide procedures for allowing electronic participation by board members in meetings of the Grow Southwest Indiana Workforce Board, Inc.

Rescission

None.

Action

Per memorandum dated October 2, 2012, public agencies for purposes of the Open Door Law (ODL) and the Access to Public Records Act (APRA), Indiana's Workforce Investment Boards (including the transitioning Regional Workforce Boards) affected by P.L. 134-2012 (HEA No. 1003-2012) will allow a governing body of a public agency (e.g. WIB/RWB) to attend meetings via electronic means. This memorandum will be implemented as Region 11 SOP 15-12.

General Requirements

A meeting of Grow Southwest Indiana Workforce Board, Inc., including committee meetings, will allow electronic communication only if all of the following are met:

- All other requirements of the Open Door Law (ODL) met;
- The equipment used for electronic participation permits simultaneous communication;
- Seventeen (17) of the Workforce Development Board members must be physically present at the meeting place;
- Votes must be taken by roll call for members on the telephone;
- Each member of the Workforce Development Board must physically attend at least six (6) meetings per fiscal year
- A member is allowed to participate by electronic communication a maximum of four (4) times per fiscal year;
- A member participating by electronic communication is considered present at the meeting, may vote at the meeting, and will be counted for purposes of establishing a quorum.

This was passed at the May 2013 meeting of the Grow Southwest Indiana Regional Board. This will take effect upon approval by DWD. Approved by DWD on June 25, 2013. SOP 15-12 reflects an update to WIOA.