

**TERRE HAUTE REGIONAL AIRPORT AUTHORITY  
ELECTRONIC COMMUNICATIONS MEETINGS POLICY**

**1. Purpose**

Indiana Code § 5-14-1.5-3.6 allows members of the governing body of an airport authority such as the Terre Haute Regional Airport Authority (“Authority”), who are not physically present at a meeting, to participate in meetings by means of electronic communications if all of the requirements under I.C. § 5-14-1.5-3.6 are met, including the requirement that the governing body adopt a policy to govern participation in the governing body’s meetings by electronic communication.

This Electronic Communications Meetings Policy (“Policy”) is intended to comply with this statutory requirement and govern the participation in meetings by members who are not physically present at a regular, special or executive meeting of the Authority.

**2. Applicability**

This Policy applies to meetings of the Authority in which any member participates electronically.

**3. Policies Governing Electronic Participation**

- a. *Minimum Physical Participation:* At least two (2) members of the Authority must be physically present at the place where the meeting is conducted.
- b. *Permitted Electronic Means of Communication:* A member of the Authority not physically present at a meeting may participate in the meeting by any electronic means of communication so long as that electronic means of communication permits:
  - i. the member;
  - ii. all other members participating in the meeting; and
  - iii. all members of the public physical present at the place where the meeting is conducted to simultaneously communicate with each other
- c. *Treatment of Members Participating by Electronic Means:* A member of the Authority who participates in a meeting by a permitted electronic communication shall be considered to be present at the meeting and may vote at the meeting.
- d. *Quorum:* A member of the Authority who participates by a permitted electronic means of communication shall be counted as present for purposes of establishing a quorum.
- e. *Roll Call Voting:* All votes of the Authority 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 present will be called individually and requested to cast their vote aloud.
- f. *Annual Minimum Physical Participation:* Each member of the Authority must physically attend at least one meeting annually.
- g. *Publication of Policy:* This policy will be posted on the website of the Airport.
- h. *Executive Sessions:* Nothing in this policy affects the Authority’s right to exclude the public from an executive session of the Authority in which a member is participating by permitted electronic communication.

**RESOLUTION NO. 5-2016**  
**APPROVING ELECTRONIC COMMUNICATIONS MEETING POLICY**

WHEREAS, pursuant to Indiana Code 5-14-1.5-3.6 the Terre Haute International Airport Authority ("Airport Authority") has determined that it should adopt a policy to allow for Authority Board members to participate in meetings via electronic communications;

NOW, THEREFORE, be it RESOLVED by the Airport Authority as follows:

1. The attached Electronic Communications Meeting Policy is hereby adopted.

Adopted this 19<sup>th</sup> day of October, 2013.

  
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Darryl Huyett, President  
Terre Haute International Airport Authority

ATTEST:

  
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Dr. Richard Baker, Secretary