

Jay County Public Library

Electronic Meeting Policy

Reviewed October 20, 2023
Approved November 13, 2023

In accordance with HEA 1437, the Jay County Public Library will adhere to the following protocol when it comes to electronic meeting participation for library board, staff, and members of the public.

1. Library board members may participate electronically in library board meetings, so long as the following conditions are met:
 - A. The Library uses technology (such as Zoom) that permits simultaneous communication between Board members.
 - B. Board members are able to be both seen and heard in order to participate in any final action or vote.
 - C. At least four Board members are present in-person.
2. Board members who are attending electronically shall be counted towards a quorum and, except as otherwise provided, may vote or otherwise take action on agenda items.
3. A board member shall not attend more than two consecutive meetings and no more than half the regularly scheduled meetings in a year via electronic means unless the reason to attend electronically is due to: military service, illness or other medical condition, death of a relative, or an emergency involving actual or threatened injury to persons or property.
4. A member participating electronically in a meeting is not permitted to take final action is such action is an attempt to: adopt a budget, make a reduction in personnel, initiate a referendum, establish or increase a fee, establish or increase a penalty, use eminent domain authority, or establish, raise or renew a tax.
5. All votes taken during a meeting with electronic attendees shall be taken by roll call vote.
6. Board members wishing to attend electronically shall notify the Library Director and Board President no later than 72 hours prior to such meeting so that it can be confirmed that the appropriate number of members will be physically present at the meeting.
7. The minutes for such a meeting shall reflect which Board members were physically present and which were electronically present, as well as identify the electronic communication platform or mechanism utilized for the meeting.

8. During disaster emergencies officially declared by the Governor or local government officials, the entire Library Board may meet electronically until the emergency or disaster officially terminated. They may meet electronically as long as the meeting meets the following criteria:
 - A. At least a quorum of Board members participates in the meeting.
 - B. The public is able to simultaneously attend and observe the meeting (unless the meeting is an Executive Session)
 - C. Votes are taken by roll call.

9. Meeting minutes during disaster emergencies must contain the elements as mentioned above.