

## **Electronic Communication Policy of the Ball State University Board of Trustees**

### **Section 1. Meetings of the Ball State University Board of Trustees.**

- A. A Trustee may participate in a meeting of the Board of Trustees by electronic communication if the Trustee uses a means of communication that permits the Trustee, all other Trustees participating in the meeting, and all members of the public physically present at the place where the meeting is conducted to simultaneously communicate with each other during the meeting.
- B. If any Trustee participates in a meeting of the Board of Trustees by electronic communication, at least three (3) of the Trustees must be physically present at the place where the meeting is conducted, and all votes of the Board of Trustees during the meeting must be taken by roll call vote.
- C. A Trustee who participates in a meeting by electronic communication is considered to be present at the meeting, shall be counted for purposes of establishing a quorum, and may vote at the meeting.
- D. Notwithstanding the provisions in this Section, each Trustee is required to physically attend at least one (1) meeting of the Board of Trustees annually and is encouraged to physically attend all meetings, if possible.

### **Section 2. Meetings of Committees appointed by the Ball State University Board of Trustees.**

- A. A Trustee may participate by electronic communication in a meeting of a committee appointed by the Board of Trustees if the Trustee uses a means of communication that permits the Trustee, all other Trustees participating in the meeting, and all members of the public physically present at the place where the meeting is conducted to simultaneously communicate with each other during the meeting.
- B. A Trustee who participates by electronic communication in a meeting of a committee appointed by the Board of Trustees is considered to be present at the meeting, shall be counted for purposes of establishing a quorum, and may vote at the meeting.
- C. All votes of a committee taken during a meeting in which at least one Trustee participates by electronic communication shall be taken by roll call.

### **Section 3. Meetings During Disaster Emergency.**

- A. If the Board of Trustees or a Committee appointed by the Board of Trustees meets during a disaster emergency declared by the Governor, or during a local disaster emergency declared by the executive of a political subdivision where the meeting is to take place, no Trustee is required to be physically present at the meeting.

- B. At least a quorum of the Board participating either by electronic communication or in person shall be required to take official action, and the public must be able to simultaneously attend and observe the meeting.
- C. The minutes and memoranda for such a meeting shall record the name of each Trustee who participated by electronic means, participated in person, or was absent. They must also record the electronic means by which any Trustee participated in the meeting and the electronic means by which the public attended and observed the meeting.
- D. All votes shall be taken by roll call.