

**FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY
ELECTRONIC MEETING POLICY**

Adopted Effective July 1, 2016

- I. **Purpose.** Effective July 1, 2016, Indiana Code § 5-14-1.5-3.6 (the “Statute”) permits members of the Fort Wayne-Allen County Airport Authority Board who are not physically present at a meeting of the Board to participate in a meeting by electronic communication, subject to the requirements and limitations of the Statute, including the requirement that the Board enact a policy governing participation in meetings of the Board by electronic communication. This Fort Wayne-Allen County Airport Authority Electronic Meeting Policy is intended to comply with said requirement.

- II. **Applicability.** This Policy applies to meetings of the Fort Wayne-Allen County Airport Authority Board in which any member of the governing body participates electronically and also applies to all members’ electronic participation generally.

- III. **Definitions.** For purposes of this Policy:

 “Authority” means the Fort Wayne-Allen County Airport Authority.

 “Board Meeting” means a meeting of the Board of Directors of the Authority, as described in Indiana Code §8-22-3-9.

 “Electronic Meeting” means a Board Meeting at which one or more Board members participate via electronic communication pursuant to the Statute.

 “Electronic Participant” means a Board member who participates in an Electronic Meeting via electronic communications pursuant to this Policy.

 “Physical Meeting Place” means the public place where the majority of Board members will meet and where members of the public may attend said meeting. For a typical Board meeting, this would be the Authority’s boardroom.

- IV. **General Policy.** Subject to the requirements and limitations contained herein, it is the policy of the Authority that an Electronic Participant is considered to be present at a meeting, is counted for purposes of establishing a quorum, and may vote at a meeting.

- V. **Requirements and Limitations.** Two types of requirements and limitations are hereby established, namely: statutory requirements and limitations, which cannot be waived by the Board or its members; and discretionary requirements and limitations, which can be waived by the Board or its members, as set forth herein.

A. **Statutory Requirements and Limitations.** The following requirements and limitations apply to Electronic Meetings and to individual members of the Board, and cannot be waived by the Board or its members:

- (1) At least two (2) members must attend an Electronic Meeting at the Physical Meeting Place.
- (2) All votes during an Electronic Meeting must be taken by roll call.
- (3) Each member must attend at least one (1) meeting per year at the Physical Meeting Place.
- (4) Each Electronic Participant must use a means of communication that permits the Electronic Participant, all other Board members, and all members of the public present at the Physical Meeting Place to simultaneously communicate with each other during the Electronic Meeting.
- (5) This Policy shall be posted on the Authority website at all times.

B. **Discretionary Requirements and Limitations.** The following requirements and limitations are adopted by the Board in its discretion:

- (1) A member shall notify the Authority staff of the intention to attend a meeting electronically two (2) days prior to said meeting to allow for arrangements to be made for same.
- (2) A member may participate electronically in no more than two (2) Board Meetings per calendar year.

The above discretionary requirements and limitations may be waived, from time to time, by an acting chair of a Board meeting, but only as to the meeting for which the waiver is given. Such a waiver may be granted at a meeting, or in writing prior to the meeting. Such a waiver shall be effective for all purposes as of the time of such meeting.