

Introduction

The Emergency Meeting Policies (now Hybrid Meeting Policies) were developed to allow partial in-person/electronic participation in meetings by members should there be an emergency. The Emergency Meeting Policies were approved by the IMPO Executive Committee on May 21, 2021 and the Transportation Policy Committee and Transportation Technical Committee on June 2, 2021 in a joint bundle with the In-Person Policies, which were protocols to mitigate the risk of COVID-19 at IMPO committee meetings.

Indiana Code 5-14 et seq. allows agencies subject to Open Door law (Indiana Code 5-14-1.5-1) to conduct committee meetings using a partial in-person and electronic format that complies with an adopted policy document. This policy document applies to all Indianapolis MPO committees and may be amended by the Executive Committee for all IMPO committees.

Any amendments to these policies adopted by the IMPO Executive Committee will be effective immediately for all IMPO committees.

Hybrid Meeting Policies

All IMPO committee meetings (Executive Committee, Transportation Policy Committee, and Transportation Technical Committee) may conduct a meeting in accordance with these policies. Unless otherwise stated, all Transportation Technical Committee and Transportation Policy Committee meetings will be conducted fully in-person. These hybrid meeting policies will be applied to Transportation Policy and Technical committee meetings at IMPO leadership discretion.

IMPO and its committees will comply with all legislative requirements for conducting meetings including but not limited to:

- At least 50% of voting members must be physically present at the meeting.
- Members participating electronically will be seen and heard.
- If one or more member is participating electronically, all votes must be roll call votes.
- Members participating electronically and in-person will have the ability to interact.
- Members may participate electronically in no more than 2 consecutive meetings remotely (a "set of meetings") and must be present in person at the 3rd consecutive meeting (See Table 1) unless such remote attendance 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.
- Members may not attend more than 50% of the meetings in a calendar year remotely unless such remote attendance 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.
- Meeting minutes will include names of participants and how each member participated in the meeting.
- During introductions, members will state how they are participating in the meeting (electronically or in-person).

- Members of the public will be able to simultaneously observe and attend the meeting unless the meeting is being held in executive session.
- **When the committee is considering and passing a budget, establishing or increasing a fee for a contract, or making adjustments to member dues, all members must participate in person. Members participating electronically when the committee is considering or passing such actions will be considered members of the public and are not counted for purposes of quorum and may not vote.**

Table 1: Sets of Meetings

	July (completed)	Aug. (completed)	Sept. (upcoming)
Member 1	In-person	In-person	Eligible for electronic participation
Member 2	In-person	Remote	Eligible for electronic participation
Member 3	Remote participation	Remote participation	Must participate in-person
Member 4	Remote	Absent	Eligible for electronic participation*

- *if member participates in September meeting remotely/electronically, the member must attend the next meeting in-person as they have completed a set of meetings (2) remotely

There are 39 voting members on the Transportation Policy Committee and Transportation Technical Committee. At least twenty voting members must be present in-person to satisfy the legislative requirements. If IMPO plans to conduct a Transportation Policy Committee or Transportation Technical Committee meeting using the hybrid policies, IMPO staff will alert all members via email.

Executive Committee has a total of nine members. Since the total number of Executive Committee members is nine, at least five members attending in-person satisfies the legislative requirements (50% of members must be physically present at the meeting). Since five members satisfies the legislative requirements, constitutes quorum according to the bylaws, and can take formal action, five members will be required to attend all meetings in person.

IMPO staff will track how members attend meetings and which members are eligible or ineligible to attend meetings electronically based on the requirements outlined above.

Locally-Declared Emergency

Per Indiana Code 5-14-1.5-3.7, an emergency issued by the governor (IC 10-14-3-12) or the executive of a local political subdivision (10-14-3-29) **allows all members to attend committee meetings virtually until the emergency is terminated.**

An IMPO committee meeting occurring during an emergency will meet the following requirements:

- A quorum of members will be present electronically, in-person, or a combination of the two.

- All votes will be roll call votes.
- Members of the public will be able to simultaneously observe and attend the meeting.
- Meeting minutes will detail who was present and how members and the public attended the meeting (virtually or in person) and who was absent.

4835-1803-2369v2