

**Indiana Trauma Care Commission**  
**Attendance Guidelines and Electronic Communications Meeting Policy**

- Indiana Trauma Care Commission (TCC) members are encouraged to attend all meetings in person.
- These guidelines apply only to those TCC members that have been appointed and have the authority to vote.
- TCC member will notify the State Health Commissioner's Administrative Assistant (Administrative Assistant) that the TCC member wants to participate electronically at least three (3) days before the meeting.
- A TCC member may participate by electronic communications, including telephone, computer, or video conferencing, so long as the electronic communications allows for simultaneous communications with other TCC members participating electronically, the TCC members physically present at the meeting and the public physically present at the meeting.
- Members who participate in a meeting of the TCC by permitted electronic communications and in accordance with these guidelines:
  - Shall be counted as present at the meeting;
  - Is counted for quorum (7 members) purposes; and
  - May vote at the meeting.
    - A member participating in a meeting by electronic communication will confirm in writing the votes cast by the member during the meeting within three (3) days after the date of the meeting.
- At least one-third of TCC members (5) must be physically present at the meeting in order for another TCC member or members to participate by electronic communications.
- Votes of the TCC shall be taken through roll call when a TCC member or members are participating by electronic communications.
- The TCC member must notify the Administrative Assistant in writing at least three (3) days prior to the meeting if a proxy is going to be attending in their place.
  - The proxy should be someone that best represents the interest of trauma for that particular member's role.
  - The same proxy does not have to serve each time the TCC member is absent.
  - The proxy can "vote" on behalf of the TCC member.
- The Chair will take into consideration if a meeting is cancelled.
- Approved absences include: FMLA, military leave, death in the family, sickness. The Chair will use discretion when approving absences.

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- TCC members must attend 75% of the meetings in a calendar year.
  - 50% in person by the TCC member.
  - 25% proxy or webcast.
- If attendance is not met, the committee member will receive a notice of attendance issues from the State Health Commissioner.
  - Members with attendance less than 75% will not be allowed to vote until attendance is above the requirement. Voting privileges will be re-established once the individual has attended two meetings in a row.
- Attendance example:

<b>Meeting Date/Year</b>	<b>Person Who Attended</b>	<b>Attendance Type</b>
February 2024	Dr. Scott Thomas (member)	In Person
April 2024	Dr. Scott Thomas (member)	Electronic
June 2024	Emily Gross (proxy)	In Person
August 2024	Dr. Scott Thomas (member)	In Person
October 2024	Absent	Absent
December 2024	Dr. Scott Thomas (member)	In Person