



INDIANA PESTICIDE REVIEW BOARD

MEETING PROCEDURES OF THE INDIANA PESTICIDE REVIEW BOARD

Posted on the public IPRB webpage.

Copies available from the main office or from the secretary: scaffery@purdue.edu

A. Purpose

1. To establish the processes for conducting open, accessible, fair, and efficient meetings of the Indiana Pesticide Review Board (IPRB), consistent with:
 - a. [Indiana Code 15-16-4](#) and related statutes governing the IPRB,
 - b. Indiana Open Door Law ([IC 5-14-1.5](#)), and
 - c. Robert's Rules of Order

B. Scope

1. This procedure applies to all meetings, actions, and administrative functions of the Indiana Pesticide Review Board (IPRB) as established under [IC 15-16-4-42](#), including conduct, roles and responsibilities for board members, public participation, electronic communications, and parliamentary procedures. It does not apply to internal administrative meetings of the Office of Indiana State Chemist (OISC) staff, informal gatherings of fewer than a quorum of the board where no official action or deliberation occurs, and compliance and enforcement hearings.

C. Membership

1. Membership composition, affiliation, and qualifications are set by [IC 15-16-4-42](#).
2. The board is comprised of eighteen (18) voting members and three (3) nonvoting members.
3. Voting members are appointed by the governor for four (4) year terms and may serve successive terms. Appointments continue until a successor is appointed, and members may be removed by the governor for cause.

D. Officers

1. Chairperson

- a. The chairperson is elected every two years at the first meeting held after July 1st, or at the first meeting after the chairperson's appointment ends.
- b. Election of Chairperson
 - i. The election takes place during a board meeting when a quorum is present.
 - ii. The presiding officer opens nominations. Any voting member may nominate an eligible voting member, including themselves.
 - iii. A second is not required for nominations.
 - iv. When no additional nominations are offered, the presiding officer closes nominations.
 - v. The chairperson is elected by a majority vote.



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- vi. If more than two candidates are nominated and no candidate receives a majority vote, additional ballots are taken. After each ballot, the candidate receiving the fewest votes is removed from consideration until one candidate receives a majority.
 - vii. If the final two candidates are tied, additional ballots are taken until one candidate receives a majority.
 - viii. The election results are announced by the presiding officer and recorded in the meeting minutes.
 - c. Vacancy
 - i. If the chairperson resigns, is no longer a member of the board, or is otherwise unable to serve, the vice chairperson assumes the duties of chairperson until a new chairperson is elected.
 - ii. The board elects a replacement chairperson at the next board meeting where a quorum is present.
 - d. The Chairperson
 - i. presides over meetings and maintains order,
 - ii. ensures compliance with this policy and state law,
 - iii. approves or modifies the draft agenda with the Secretary,
 - iv. signs official correspondence or actions of the board, and
 - v. May vote and shall participate in all decisions of the board.
- 2. **Vice Chairperson**
 - a. The vice chairperson is elected every two years at the first meeting held after July 1st, or at the first meeting after the vice chairperson's appointment ends.
 - b. The election process for vice chairperson follows the same process used for electing the chairperson.
 - c. The Vice Chairperson
 - i. Assumes the responsibilities of the chairperson when the chairperson is absent from a board meeting. Serves as acting chairperson when the office of chairperson is vacant until a new chairperson is elected; and
 - ii. Performs other duties assigned by the board.
- 3. **Secretary**
 - a. The Pesticide Administrator for the Office of Indiana State Chemist, or a designee of the Indiana State Chemist, serves as Secretary.
 - b. The Secretary (or designee):
 - i. Prepares and posts all public notices and agendas,
 - ii. records and maintains memoranda or minutes ([IC 5-14-1.5-4](#))
 - iii. certifies official actions of the board
 - iv. ensures compliance with [IC 5-14-1.5](#) and [IC 5-14-3](#), and
 - v. maintains the official record, including livestream recordings.
 - vi. Assists OISC Legal Counsel in appeals ([IC 15-16-4-64.5](#)) and hearings ([IC 15-16-5-67](#)) in accordance with [IC 4-21.5-3](#).



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- c. If the chairperson and vice chairperson are unable to attend, the Secretary shall call the meeting to order and conduct an election for a Chair Pro Tem (a presiding chairperson for that meeting only).
 - i. Election of Chair Pro Tem shall follow the same process used to elect the chairperson.

E. Meetings

1. Quorum

- a. Ten (10) voting members of the board constitute a quorum. No official actions can occur without a quorum. ([IC 15-16-4-46](#))
- b. Members participating electronically are counted towards establishing quorum provided.
- c. At least seven (7) board (voting or non-voting) members must be physically present. ([IC 5-14-1.5-3.6](#))
- d. Alternate representatives from the Indiana Department of Health, Indiana Department of Natural Resources, and Indiana Department of Environmental Management may attend meetings and participate in discussion, but do not count toward quorum, cannot vote, and are not included in roll call votes. Alternates are recorded in the minutes as "Alternate [name] representing [agency]."

2. Motions and Voting

- a. Business is conducted according to this policy but shall be conducted according to *Robert's Rules of Order* in the case of dispute or discrepancies.
- b. A motion must be made and seconded before discussion.
- c. A roll-call vote is required when any member participates electronically. All votes should be conducted by roll call.
 - i. The secretary, or designee, will read each voting members name and record all votes cast. Abstentions are recorded but not counted as votes.
- d. Official actions are subject to approval by a simple majority of board members present at a called meeting. The chairperson shall actively participate in all decisions of the board. ([IC 15-16-4-46](#))
- e. Meetings are called to order by the Chairperson. Meetings shall start with approval of the agenda and approval of the previous minutes, which may be consolidated into a single motion and vote.
- f. Adjournment of the meeting is called by the Chairperson and does not require a vote.
- g. A board member that continues to serve on an expired term is still considered part of the quorum and eligible to participate in official actions.



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3. Regular Meetings

- a. The Board shall meet at least annually. Regular meetings are generally scheduled quarterly, or as determined by the Chairperson or needs of the board.
- b. Meetings must be open to the public ([IC 5-14-1.5-3](#)) and held in a location accessible to an individual with a disability ([IC 5-14-1.5-8](#)).
- c. Meetings must be livestreamed and recorded per [IC 5-14-1.5-2.9](#).

4. Special or Emergency Meetings

- a. May be called by the Chairperson or a majority of the board.
- b. Must still meet the noticed requirements of [IC 5-14-1.5-5](#).
- c. Must meet all other requirements of regular meetings.

5. Executive Sessions

- a. Executive sessions are not public but are held in accordance with [IC 5-14-1.5-6.1](#) and must still meet notice requirements in [IC 5-14-1.5-5](#).

F. Notice and Agenda

1. Public notice of the date, time, and place of any meeting shall be given at least forty-eight (48) hours (excluding weekends and holidays) prior to the meeting.
2. The notice shall be posted at the door of the Office of Indiana State Chemist and on the website of the [Office of Indiana State Chemist](#).
3. All interested parties (public, press, etc.) can request notices be sent to them for future meetings. ([IC 5-14-1.5-5](#))
4. A copy of the agenda must be posted at the entrance to the location of the meeting, prior to the meeting. ([IC 5-14-1.5-4](#))
5. All meeting notices and agendas must include:
 - a. Names of appointed members, appointing authority, and beginning and expiration dates of each member's term.
 - b. The web address for the livestream and archived materials.

G. Electronic Participation of Board Members ([IC 5-14-1.5-3.6](#))

1. Board members are encouraged to attend all meetings in person.
2. At least seven (7) Board Members must be physically present at the designated meeting site. In case of difficulty of scheduling or multiple Board Members requesting electronic participation, the Chairperson shall determine the rotation of who may attend electronically.
3. A Board Member attending via electronic means shall notify the Secretary or Chairperson reasonably in advance of the meeting.
4. A Board Member participating via electronic means can do so by telephone, computer, video conferencing, or any other method of communication that allows for simultaneous communication and is capable of being observed and recorded by members of the public present at the designated meeting site.



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- a. A Board Member participating in a meeting via electronic means is not required to do so in a setting that is open to the public.
5. A Board Member appropriately participating via electronic means is considered present, is counted for quorum purposes, and may vote at the meeting on all matters.
6. Each Board Member shall physically attend at least one (1) Indiana Pesticide Review Board meeting per year. ([IC 5-14-1.5-3.6\(d\)](#))

H. Livestream and Recordings

1. Meetings must comply with [IC 5-14-1.5-2.9](#).
 - a. Meetings must be publicly live-streamed.
 - b. Meetings must be recorded and publicly posted in addition to the agenda, minutes, and any memorandum.
 - c. Recordings must be retained for a minimum of ninety (90) days.
2. If an unforeseen technological failure should prevent livestreaming, recording, archiving, or maintaining a copy of a live transmission or recording, it will not prevent the board from conducting the meeting or impact the validity of an action taken at the meeting.
 - a. Notes regarding the technological failure should be recorded in the memoranda or minutes.

I. Order of Business

1. A regular meeting will generally include the following, which may be amended or re-ordered by the Chairperson:
 - a. Call to Order
 - b. Roll Call and quorum verification
 - c. Approval of agenda
 - d. Approval of previous minutes
 - e. Review of relevant OISC cases since previous meeting
 - f. Old and new business
 - g. Reports from committees, OISC, or liaisons
 - h. Public comments
 - i. Other items or announcements
 - j. Adjournment

J. Memoranda or Minutes ([IC 5-14-1.5-4](#))

1. As the meeting progresses, the following memoranda shall be kept:
 - a. The date, time, and place of the meeting.
 - b. The members of the governing body recorded as either present or absent. Also include whether the member is physically present or virtually attending.
 - c. The general substance of all matters proposed, discussed, or decided.
 - d. A record of all votes taken by individual members if there is a roll call.
2. The memoranda must be available within a reasonable period of time after the meeting for the purpose of informing the public of the governing body's proceedings. The minutes, if any, are to be open for public inspection and copying.



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K. Committees and Working Groups

1. The board or the chairperson may establish committees or working groups as needed.
2. Committee or working group meetings are subject to the same notice and openness requirements as regular Board meetings, unless the committee or working group is fewer than a quorum of Board members and is advisory only.
3. Working groups may include members outside of the Board, and working group members may vote in working group meetings, but all working groups are advisory, and any recommendations proposed by a working group must be voted on by the Board.

L. Revisions and Review

1. Procedures and policies may be amended by majority vote of the Board at any regular meeting. Proposed amendments should be distributed to members at least ten (10) days in advance.
2. The Board shall review procedures and policies at least once every three (3) years to ensure compliance with current statutes and regulations.

M. References or Forms

1. [IC 15-16-4-42](#) through [IC 15-16-4-48](#) for establishment of the Indiana Pesticide Review Board
2. [IC 5-14-1.5](#) Open Door Law
3. [Public Access Counselor Handbook](#) regarding the Indiana Open Door Law



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Approval

Voted on during the regular meeting of the Indiana Pesticide Review Board on August 18th, 2026.
Approved by 14 - 0, as recorded in the minutes, and put into immediate effect.

Revision History

Rev #	Date	Revision History
00	18-Aug-2026	Initial release. Supersedes <i>Indiana Pesticide Review Board Electronic Means Participation Policy</i> .