

Title [#]

[LAC Title Name]

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Chapter 1. Open Meetings via Electronic Means Policy

§101. Agency Eligibility

A. The Louisiana Sales and Use Tax Commission for Remote Sellers (LRSC) meets the below criteria pursuant to Act 393 to be eligible to conduct open public meetings via electronic means:

1. Is a state agency as defined by R.S. 49:951;
2. Has powers, duties, or functions that are not limited in scope to a particular political subdivision or region;
3. Conducts at least six regularly scheduled meetings in a calendar year; and
4. Is not one of the agencies identified by R.S. 42:17.2(I) to which open meetings via electronic means shall not apply.

§103. Postings Prior to Meeting via Electronic Means

A. At least twenty-four hours prior to the meeting, the LRSC shall post the following on the agency's website at remotesellers.louisiana.gov.

1. Meeting notice and agenda; and
2. Detailed information regarding how members of the public may:
 - a. Participate in the meeting via electronic means, including the applicable videoconference link and/or teleconference phone number; and
 - b. Submit written comments regarding matters on the agenda prior to the meeting.

§105. Electronic Meeting Requirements and Limitations

A. For any meeting conducted via electronic means, the LRSC shall ensure compliance with all requirements outlined in R.S. 42:17.2(C).

B. The LRSC shall not conduct any more than one-third of its open meetings via electronic means, and will only conduct successive meetings via electronic meetings as needed.

C. A schedule of meetings identifying which will be conducted via electronic means and which will be conducted as in-person meetings shall be posted on the agency's website at remotesellers.louisiana.gov on an annual basis.

D. All members of the LRSC, whether participating from the anchor location or via electronic means, shall be counted for the purpose of establishing a quorum and may vote.

E. An online archive of any open meetings conducted via electronic means shall be maintained and available for two years on the agency's website at remotesellers.louisiana.gov.

§107. Disability Accommodations

A. Although an open meeting may be scheduled as in-person, the LRSC is obligated to provide for participation via electronic means on an individualized basis by people with disabilities.

B. People with disabilities are defined as any of the following:

1. A member of the public with a disability recognized by the Americans with Disabilities Act (ADA);
2. A designated caregiver of such a person; or
3. A participant member of the agency with an ADA-qualifying disability.

C. The LRSC shall ensure that the written public notice for an open meeting, as required by R.S. 42:19, includes the name, telephone number and email address of the designated agency representative to whom a disability accommodation may be submitted.

D. Upon receipt of an accommodation request, the designated agency representative is only permitted to ask if the requestor has an ADA-qualifying disability or is a caregiver of such a person (yes or no). The requestor shall not be required to complete a medical inquiry form or disclose the actual impairment or medical condition to support a disability accommodation request.

E. The designated agency representative shall provide the requestor with the accommodation, including the teleconference and/or video conference link, for participation via electronic means as soon as possible following receipt of the request, but no later than the start of the scheduled meeting.

F. Participation via electronic means shall count for purposes of establishing quorum and voting.

AUTHORITY NOTE: Promulgated in accordance with Act 393 of the 2023 Regular Session of the Louisiana Legislature.

HISTORICAL NOTE: Promulgated by the Louisiana Sales and Use Tax Commission for Remote Sellers