



Board Policy #2

TITLE: Electronic Participation in Virginia Growth and Opportunity Board Meetings

EFFECTIVE DATE: 10/09/2018

AUTHORITY: § 2.2-3708.2 of the Code of Virginia

POLICY STATEMENT: It is the policy of the Virginia Growth and Opportunity Board that individual Board members may participate in meetings of the Board by electronic communication means as permitted by Virginia Code § 2.2-3708.2. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Before the day of a meeting, a member of the Board shall notify the Chair of the Board that:

- a. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or
- b. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision is limited each calendar year to two meetings.

If participation by a member through electronic communication means is approved, the minutes will record the remote location from which the member participated; however, the remote location need not be open to the public. However, if three or more members are gathered at the same remote location, then such remote location shall be open to the public.

If participation is approved pursuant to subdivision a, the minutes will also include the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance. If participation is approved pursuant to subdivision b, the minutes will also include the specific nature of the personal matter cited by the member. If a member's participation from a remote location pursuant to subdivision b is disapproved because such participation would violate the policy adopted by the Board, such disapproval shall be recorded in the minutes with specificity.

Whenever an individual member is to participate from a remote location that is open to the public, the following conditions must be met:

1. A quorum of the Board must be physically assembled at the primary or central meeting location.



2. Notice of the central and remote location(s) must be given three working days in advance of the meeting, to include a telephone number that may be used to notify the primary or central meeting location of any interruption in the telephonic or video broadcast of the meeting.
3. There must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. All persons attending the meeting in the remote location shall be afforded the same opportunity to address the public body as persons attending the primary or central location. Any interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access restored.
4. All materials that will be distributed to members of the public body shall be made available to all remote locations at the time of the meeting.
5. Any vote taken shall be recorded by name in roll-call fashion and included in the minutes.

In the event a board member participates electronically, the Board shall hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.

Automatic approval; vote required if challenged

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then the Board shall vote whether to allow such participation and the results of such vote shall be recorded in the minutes with specificity.

APPROVAL AND REVIEW: This Board policy was reviewed and approved on October 9, 2018.

SUPERSESSION: This Board policy replaces Board Policy #2 effective June 13, 2017.

DHCD DIRECTOR: Erik Johnston