

Virginia State University
Policies Manual

Title: Individual Participation in Board of Visitors Meetings by Electronic Means

Policy: 1125

Purpose

It is the policy of the Virginia State University Board of Visitors (the Board) that individual board members may participate in meetings of the Board by electronic means as permitted by Virginia Code §2.2-3708.1. This policy shall apply to the entire membership without regard to the identity of the member requesting remote participation or the matter that will be considered or voted on at the meeting.

Authority, Responsibilities, and Duties

Virginia Code §2.2-3708.1.

Definitions

For the purposes of this policy, the following definition shall apply:

Electronic meeting is a gathering where members of a public body discuss or transact public business through any **audio OR combined audio and visual communication** means.¹

Circumstances

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the Board to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. The reason that the member is unable to attend the meeting and the remote location from which the member participates must be recorded in the meeting minutes.

When such individual participates due to an emergency or personal matter, such participation is limited by law to two meetings or 25 percent of the meetings of the public body per member each calendar year, whichever is fewer.

Procedures

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, the Board shall vote whether to allow such participation. If the Board votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

Approved By: The Board

Date: April 16, 2015

¹ FOIA Council Opinion AO-01-01