

**FALLS CHURCH LIBRARY BOARD  
POLICY ON PARTICIPATION IN MEETINGS  
THROUGH ELECTRONIC MEANS**

It is the policy of the Falls Church Library Board to permit participation in its meetings by all Library Board Members through electronic means, to the extent permitted by the Virginia Code, section 2.2-3708.1. Therefore, the following rules apply to members' participation in meetings through electronic means:

- I. A member of the Library Board may participate electronically from a remote location in a Library Board meeting if he or she is unable to attend that meeting due to an emergency or personal matter, provided that:
  - A. A quorum of the Library Board is physically assembled at the primary or central meeting location; and
  - B. The Library Board votes to approve such participation as meeting the standards of this policy; and
  - C. Arrangements have been made for the voice of the remote participant to be heard by all persons at the primary or central meeting location; and
  - D. No member participates by electronic means from a remote location more than two (2) times in any calendar year, or 25% of the Library Board's meetings, whichever is fewer; and
  - E. On or before the day of the meeting, the member of Library Board has notified the Chair that he or she is unable to attend the meeting due to an emergency or personal matter and identifies, with specificity, the nature of the emergency or personal matter (If it is the Chair who wishes to participate by electronic means, he or she shall notify the Vice-Chair); and
  - F. The minutes of the meeting record the specific nature of the emergency or personal matter and the remote location from which the member participates.
  
- II. A member of the Library Board may participate in a Library Board meeting or work session through electronic means if he or she is unable to attend that meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance, provided that:
  - A. A quorum of the Library Board is physically assembled at the primary or central meeting location; and
  - B. In each case the Library Board votes to approve such participation as meeting the standards of this policy; and

- C. Arrangements have been made for the voice of the remote participant to be heard by all persons at the primary or central meeting location; and
- D. The minutes of the meeting reflect the fact that the member of the Library Board is unable to attend due to a temporary or permanent disability or other medical condition that prevents the member's physical presence, and also reflect the remote location from which the member participates.

This policy shall be strictly and uniformly applied, without exception, to the entire membership and without regard to the identity of the member requesting remote participation, or to the matters that will be considered or voted on at the meeting. In the event the Library Board disapproves a member's electronic participation, the reasons therefore shall be recorded in the minutes of the meeting.