

CITY OF FALLS CHURCH
MARY RILEY STYLES PUBLIC LIBRARY BOARD OF TRUSTEES
POLICY FOR REMOTE PARTICIPATION IN MEETINGS

This policy is adopted pursuant to Va. Code § 2.2-3708.3 and is to be strictly construed under the provisions of that enabling authority, as well as generally under the applicable provisions of the Virginia Freedom of Information Act. Any prior policies adopted by this body with regard to this subject matter are repealed as of the effective date of the adoption of this policy.

This policy does not address: (i) electronic meetings conducted under a declared state of emergency (addressed by Va. Code § 2.2-3708.2, and for which no policy is required); or (ii) all virtual public meetings (addressed by subsection C of Va. Code § 2.2-3708.3 and which may only be used by certain public bodies).

REMOTE PARTICIPATION POLICY:

Remote participation in meetings (regular, special or work session) by the Mary Riley Styles Public Library Board of Trustees members shall be governed by the following:

- (1) Mary Riley Styles Public Library Board of Trustees members shall have the right to participate in meetings of the Mary Riley Styles Public Library Board of Trustees by electronic communication as permitted by Va. Code § 2.2-3708.3, and subject to the limitations of that provision. This policy shall apply strictly and uniformly to the entire membership of the body and without regard to the identity of the member requesting remote participation or the matters that will be considered or acted upon at the meeting.
- (2) Regardless of the reason(s) that a member is requesting to participate in a meeting through electronic communication, each of the following conditions must be met for the member to actually participate remotely in a meeting:
 - a. The member shall have made their request in conformance with the provisions of subsection (3), below, and the Chair (or Vice Chair as applicable) shall have conditionally approved the request.
 - b. A quorum of the Mary Riley Styles Public Library Board of Trustees must be physically assembled at the primary or central meeting location.
 - c. Arrangements shall have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.
 - d. The Mary Riley Styles Public Library Board of Trustees members physically assembled at the meeting location have voted to ratify the conditional approval of the

member's request by the Chair or Vice Chair, as applicable, in accordance with subsection (4), below.

- (3) The process for a member to request remote participation in a meeting shall be as follows:
- a. On or before the date of the meeting, the requesting member must notify the Chair (or the Vice Chair, if the requesting member is the Chair or the Chair is unavailable), and the staff liaison (although failure to so notify the staff liaison shall not affect the member's ability to participate remotely) that they are unable to physically attend a meeting due to one of the following reasons (the details of which shall be included in the minutes of the meeting, as well as a general description of the remote location from which the member is participating):
 - i. the member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance at the meeting;
 - ii. a medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance at the meeting;
 - iii. the member's physical residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
 - iv. the member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.
 - b. If the requesting member is unable to physically attend the meeting due to a personal matter identified in subsection (3)(a)(iv), above, the requesting member must state with specificity the nature of the personal matter. Further, remote participation due to a personal matter is limited each calendar year to 2 meetings or 25 percent of the meetings actually held per calendar year rounded up to the next whole number, whichever is greater. There is no annual limitation on the number of times that a member may participate remotely for the other authorized reasons listed in subsections (3)(a)(1)-(3). Further, in the case of reasons set forth in subsections (3)(a)(1) and (2), the requesting member is not obligated to identify the specific disability or medical condition, nor must independent verification be provided.
 - c. The Chair (or the Vice Chair as applicable) shall promptly notify the requesting member whether such member's request is in conformance with this policy and is therefore conditionally approved or disapproved (subject to ratification by the remaining members of the Mary Riley Styles Public Library Board of Trustees physically present at the subject meeting).
- (4) The process for confirming approval or disapproval of a member's participation from a remote location be undertaken at the beginning of the applicable meeting when a quorum of the Mary Riley Styles Public Library Board of Trustees has assembled for the meeting. At such time, the Mary Riley Styles Public Library Board of Trustees shall vote to determine whether:

- a. The Chair's (or the Vice Chair's) decision to conditionally approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and
- b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

An affirmative vote by the Mary Riley Styles Public Library Board of Trustees members physically present at the meeting location, and constituting a quorum, shall be conclusive evidence of the compliance with this policy and formal approval of the member's request to participate remotely at such meeting. If the Mary Riley Styles Public Library Board of Trustees disapproves the member's request, or if the Mary Riley Styles Public Library Board of Trustees fails to act on the request, the request shall be deemed to be disapproved. In either case, the vote (and the reasons therefor) shall be recorded in the minutes with specificity.

Adopted: _____