

CITY OF FALLS CHURCH
MARY RILEY STYLES PUBLIC LIBRARY BOARD OF TRUSTEES
POLICY FOR ALL-VIRTUAL PARTICIPATION IN PUBLIC 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 Any prior policies adopted by this body with regard to this subject matter are repealed as of the effective date of the adoption of this policy.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 electronic meetings conducted under a properly declared state of emergency. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

WHEN AN ALL-VIRTUAL PUBLIC MEETING MAY BE AUTHORIZED:

An all-virtual public meeting may be held under the following circumstances (either 1, 3 and 4 must apply, or 2, 3, and 4 must apply):

- (1) It is impracticable or unsafe to assemble a quorum of the Mary Riley Styles Public Library Board of Trustees in a single location, but a lawfully declared state of emergency has not been declared by the Governor or the City; **OR**
- (2) Other circumstances warrant the holding of an all-virtual public meeting, including but not limited to, the convenience of an all-virtual meeting; **AND**
- (3) The Mary Riley Styles Public Library Board of Trustees has not had more than two (2) all-virtual public meetings, or more than 25 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; **AND**
- (4) The Mary Riley Styles Public Library Board of Trustees' immediately preceding meeting was not an all-virtual meeting.

PROCESS TO AUTHORIZE AN ALL-VIRTUAL PUBLIC MEETING:

The Mary Riley Styles Public Library Board of Trustees may schedule its all-virtual meetings at the same time and using the same procedures used by the Mary Riley Styles Public Library Board of Trustees to set its meeting calendar for the calendar year; and/or

If the Mary Riley Styles Public Library Board of Trustees wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, and an all-virtual public meeting is authorized as provided in this policy, the Mary Riley Styles Public Library Board of Trustees Chair may schedule an all-virtual public meeting, provided that any such public meeting complies with Virginia Freedom of Information Act requirements.

ALL-VIRTUAL PUBLIC MEETING REQUIREMENTS:

The following requirements shall apply to any all-virtual public meeting of the Mary Riley Styles Public Library Board of Trustees that is scheduled pursuant to this policy:

- a. The notice of the public meeting shall expressly note that the public meeting will be all-virtual and that it is being scheduled, and will be conducted, in strict accordance with the provisions of this adopted policy;
- b. Access by the public to the meeting shall be provided by electronic communication means that allows the public to hear all participating members of the Mary Riley Styles Public Library Board of Trustees;
- c. Audio-visual technology, if available, shall be used to allow the public to see the members of the Mary Riley Styles Public Library Board of Trustees;
- d. Contact information (in the form of a telephone number, email address, or other live contact information) shall be provided to the public to alert the Mary Riley Styles Public Library Board of Trustees if electronic transmission of the public meeting fails for the public, and if such transmission fails, the Mary Riley Styles Public Library Board of Trustees shall recess until public access is restored;
- e. A copy of the proposed agenda and all agenda packets (unless exempt from disclosure) are made available to the public electronically at the same time such materials are provided to the Mary Riley Styles Public Library Board of Trustees;
- f. The public is afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received and/or solicited; and
- g. There is not a quorum of the Mary Riley Styles Public Library Board of Trustees together in one physical location at any time during the public meeting.

MINUTES:

Minutes must be taken of any public meeting conducted under this policy as required under the Virginia Freedom of Information Act. Such minutes must include the fact that the public meeting was held by electronic communication means, pursuant to this adopted policy, and the type of electronic communication means used.

CLOSED MEETING:

If the Mary Riley Styles Public Library Board of Trustees goes into closed meeting (for a reason permissible under the Virginia Freedom of Information Act), transmission of the meeting shall be suspended until the public body resumes the public meeting, and transmission resumes, to certify the closed meeting in open session.

STRICT AND UNIFORM APPLICATION OF THIS POLICY:

This policy shall be applied strictly and uniformly, without exception, to the entire membership of the Mary Riley Styles Public Library Board of Trustees and without regard to the matters that will be considered and/or voted upon at the public meeting.

Adopted: _____