


<b>Policy Area:</b> State Governance	
<b>Title of Policy:</b> Member Participation by Electronic Means	<b>Number:</b> 100-04
<b>Effective Date:</b> April 1, 2017	<b>Review by Date:</b> April 1, 2019
<b>Approved Date:</b> March 29, 2017 <b>Revision Date:</b>	<b>Approved by:</b> 

**I. Purpose**

This issuance provides guidance for member participation by electronic means.

**II. References**

Virginia Freedom of Information Act; Virginia Code Section § 2.2-3708.

**III. Policy**

It is the policy of the Virginia Board of Workforce Development that Virginia Board of Workforce Development (VBWD) members may participate in meetings of the Board by electronic means as permitted by *Virginia Code* §2.2-3708. 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. This policy applies to all committees and subcommittees of the Virginia Board of Workforce Development.

The Virginia Board of Workforce Development may conduct any meeting wherein public business is discussed or transacted through electronic communication means, provided (i) a quorum is physically assembled at one primary or central meeting location, (ii) appropriate notice of the meeting has been provided at least three days in advance of the date scheduled for the meeting, and (iii) the remote locations, from which additional members of the public body participate through electronic communication means, are open to the public. All persons attending the meeting at any of the meeting locations shall be afforded the same opportunity to address the public body as persons attending the primary or central location.

The VBWD will provide a report to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 15<sup>th</sup> of each year and provide the requisite public comment form at meetings conducted through electronic communication means.

An individual member may participate remotely if that member is unable to attend due to being in a remote location, an emergency, or a personal matter. State law requires a quorum of the Virginia Board of Workforce Development 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 will be recorded in the meeting minutes. When individual participation is 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.