

**COLLEGE BOARD ELECTRONIC MEETINGS**  
**Policy Statement**

In accordance with the Virginia Freedom of Information Act (FOIA), Robert's Rules of Order, and Virginia Code § 2.2-3708.2, individual members of the College Board may participate in meetings by electronic means, as outlined in the following procedures. This policy shall apply to the entire membership.

**1. Definitions**

Quorum: A majority of the members of the College Board shall constitute a quorum for the transaction of business at any meeting of the Board.

Physically Present: Present in-person and on site of the primary meeting location.

**2. Procedure – Individual College Board Members**

- a. A quorum must be physically present at the primary meeting location; physically present is the preferred attendance method expected of all board members.
- b. Individual college board members may participate by electronic means when:
  - i. A temporary or permanent disability or other medical condition prevents the member's physical attendance;
  - ii. A medical condition of a family member requires the college board member to care for the family member;
  - iii. A college board member has a personal matter that prevents the member from attending in person.
    1. The college board member must submit a written request to the board chair a minimum of three days prior to the meeting
    2. The college board member must specify the nature of the personal matter and the minutes must include the nature of the personal matter
    3. The personal matter exception may only be invoked twice in a calendar year
- c. Members participating by electronic means may participate fully as if the member were physically present

**3. Procedure – Exception for Governor Declared or Locality Declared State of Emergency**

- a. The College Board may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17 or the locality in

which the public body is located has declared a local state of emergency pursuant to § 44- 146.21, provided that:

- i. The catastrophic nature of the declared emergency must make it impracticable or unsafe to assemble a quorum in a primary location;
  - ii. The purpose of the meeting must be to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities.
- b. The College Board will:
- i. Give public notice of the meeting using the best available electronic method;
  - ii. Make arrangements for public access to the meeting through electronic means;
- c. The nature of the emergency and the electronic means by which the meeting was held shall be stated in the minutes and posted on the College Board website.

#### **4. Responsible Office**

Authority for interpretation of this policy rests with the College President and the College Board Chair.

#### ***Document History:***

*Adopted:* Laurel Ridge Community College Board, June 2022

*Approved:* President Kim Blosser, June 2022