



Policy for Electronic Meetings Held under § 2.2-3708.3 of the Code of Virginia

DRAFT FOR CONSIDERATION

This policy shall apply to the entire membership of the Virginia Dr. Martin Luther King Jr. Memorial Commission (the Commission) 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. Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the Commission to be physically assembled at the primary or central meeting location.

I. Remote Participation by an Individual Member of the Commission

- A. It is the policy of the Commission that individual members may participate in meetings of the Commission by electronic communication means as permitted by § 2.2-3708.3 of the Code of Virginia.
- B. Any individual request for remote participation shall be conveyed to Commission staff, who shall then relay such request to the chair of the Commission.
- C. When remote participation is due to a personal matter, such participation is limited by law to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
- D. Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act (§ 2.2-3700 et seq. of the Code of Virginia). If a member's participation from a remote location is challenged, then the Commission shall vote on whether to allow such participation.

II. Remote Participation by the Entire Body

- A. It is the policy of the Commission that the Commission may hold all-virtual public meetings pursuant to subsection C of § 2.2-3708.3.
- B. Requests for remote participation or that the Commission conduct an all-virtual public meeting shall be conveyed to the staff of the Commission, who shall then relay such requests to the chair of the Commission.
- C. All-virtual public meetings are limited by law to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

- D. Additionally, an all-virtual public meeting may not be held consecutively with another all-virtual public meeting.

III. Minutes Requirements

- A. Any individual request for remote participation or an all-virtual public meeting shall be recorded in the minutes of the respective meeting.
- B. If the Commission votes to disapprove of a member's individual request for remote participation because such participation would violate this policy, such disapproval shall be recorded in the minutes of the meeting with specificity.