

1 **ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS**
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3 The School Board values electronic communication as a means to increase citizen participation
4 and to accommodate individual board members and citizens when circumstances may prevent
5 them from physically attending a public meeting. The School Board welcomes remote
6 participation in public meetings to the extent permitted by Virginia law.

7 Except as provided hereafter, or as otherwise permitted by law, the School Board does not conduct
8 any meeting wherein the public business is discussed through telephonic, video, electronic, or
9 other electronic communication means where the members are not physically assembled. This
10 policy is applied strictly and uniformly, without exception, to the entire membership of the School
11 Board and without regard to the identity of the member requesting remote participation or the
12 matters that will be considered or voted on at the meeting.

13 The minutes of meetings conducted in accordance with this policy include (i) the identity of the
14 members of the School Board who participated in the meeting through electronic communication
15 means, (ii) the identity of the School Board members who were physically assembled at one
16 physical location, and (iii) the identity of the members of the School Board who were not present
17 at the location identified in (ii) but who monitored such meeting through electronic communication
18 means.

19 If the School Board creates committees, subcommittees, or other entities however designated to
20 perform delegated functions of the Board or to advise the Board, it may adopt a policy on behalf
21 of its committees, subcommittees, or other entities that applies to the committees',
22 subcommittees', or other entities' use of individual remote participation and all-virtual public
23 meetings.

24 **I. Definitions**
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26 **"All-virtual public meeting"** means a public meeting (i) conducted by the School Board
27 using electronic communication means, (ii) during which all members of the Board who
28 participate do so remotely rather than being assembled in one physical location, and (iii) to
29 which public access is provided through electronic communication means.
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31 **"Electronic communication"** means the use of technology having electrical, digital,
32 magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive
33 information.
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35 **"Meeting"** means any gathering of three or more members of the Alexandria City School
36 Board, or a quorum of members if less than three, of any of its committees or advisory
37 committees, at which public business is discussed.
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39 **"Remote participation"** means participation by an individual member of the School Board
40 by electronic communication means in a public meeting where a quorum of the School
41 Board is otherwise physically assembled.
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43 **II. Quorum Physically Assembled (Individual Remote Participation)**
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45 Members of the School Board may use remote participation instead of attending a meeting

46 in person if, in advance of the meeting, each member seeking to use remote participation
47 notifies the chair that:

- 48 • the member has a temporary or permanent disability or other medical condition
49 that prevents the member's physical attendance;
- 50 • a medical condition of a member of the member's family requires the member to
51 provide care that prevents the member's physical attendance;
- 52 • the member's principal residence is more than 60 miles from the meeting location
53 identified in the required notice for such meeting; or
- 54 • the member is unable to attend the meeting due to a personal matter and identifies
55 with specificity the nature of the personal matter. However, the member may not
56 use remote participation due to personal matters more than two meetings per
57 calendar year or 25 percent of the meetings per calendar year rounded up to the
58 next whole number, whichever is greater.

59
60 The chair reports such requests, if any, to the Board at the beginning of each meeting.
61 Those members of the Board assembled at the primary meeting location must consider the
62 requests for remote participation from each member seeking to use remote participation
63 prior to the member participating in the meeting. The requests, as reported by the chair,
64 and the votes on each member's request are recorded in the minutes.

65
66 If participation by a member through electronic communication means is approved, the
67 School Board records in its minutes the remote location from which the member
68 participated. The remote location need not be open to the public and may be identified in
69 the minutes by a general description.

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71 If participation is approved based on a temporary or permanent disability or other medical
72 condition of the member or a member of the member's family, the School Board includes
73 in its minutes the fact that the member participated through electronic communication
74 means due to a (i) temporary or permanent disability or other medical condition that
75 prevented the member's physical attendance or (ii) a family member's medical condition
76 that required the member to provide care for such family member, thereby preventing the
77 member's physical attendance.

78
79 If participation is approved because the member's principal residence is more than 60
80 miles from the meeting location, the School Board includes in its minutes the fact that the
81 member participated through electronic communication means due to the distance between
82 the member's principal residence and the meeting location.

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84 If participation is approved because of a personal matter, the School Board includes in its
85 minutes the specific nature of the personal matter cited by the member.

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87 If a member's participation from a remote location is disapproved, such disapproval is
88 recorded in the minutes with specificity.

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90 **III. Quorum Not Physically Assembled**

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92 The School Board may meet by electronic communication means without a quorum
93 physically assembled at one location when the Governor has declared a state of emergency

94 in accordance with Va. Code § 44-146.17, or the City of Alexandria has declared a local
95 state of emergency pursuant to Va. Code § 44-146.21, provided:

- 96 • The catastrophic nature of the declared emergency makes it impracticable or
97 unsafe to assemble a quorum in a single location; and
- 98 • The purpose of the meeting is to provide for the continuity of operations of the
99 School Board or the discharge of its lawful purposes, duties, and responsibilities.

100 If it holds a meeting pursuant to this section, the School Board:

- 101 • Gives public notice using the best available method given the nature of the
102 emergency contemporaneously with the notice provided to members of the School
103 Board;
- 104 • Makes arrangements for public access to the meeting through electronic
105 communication means, including videoconferencing if already used by the School
106 Board;
- 107 • provides the public with the opportunity to comment at those meetings when public
108 comment is customarily received; and
- 109 • otherwise complies with the provisions of the Virginia Freedom of Information
110 Act.

111
112 For any meeting conducted pursuant to this section, the nature of the emergency, the fact
113 that the meeting was held by electronic communication means and the type of electronic
114 communication means by which the meeting was held shall be stated in the minutes of the
115 meeting.

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117 The provisions of this section are applicable only for the duration of the declared
118 emergency.

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120 **IV. Applicability**

121 The meeting provisions of this policy, including:

- 122 • electronic participation by members when a quorum is physically assembled; and
- 123 • electronic participation by members when a quorum is *not* physically assembled;

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125 apply to members of the School Board and its Advisory Committees.

126
127 Adopted: September 20, 2007

128 Amended: September 18, 2008

129 Amended: April 24, 2014

130 Amended: December 15, 2016

131 Amended: October 12, 2017

132 Amended: May 9, 2019

133 Amended: February 4, 2021

134 Amended: June 17, 2021

135 Amended: December 15, 2022

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137 Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3707, 2.2-3708.2,
138 2.2-3708.3, 2.2-3710.

141			
142	Cross Ref.:	BCE	School Board Committees
143		BCF	Advisory Committees to the School Board
144		BDD	Notification of Meetings
145		BDDG	Minutes
146			