



CRATER REGION

Crater Regional Workforce Development Board

Title: Meeting Participation by Electronic Means	Policy #: 2024-08
	Effective Date: TBD

Purpose

To provide guidance for member participation by electronic means.

References:

- Virginia Freedom of Information Act (FOIA); Virginia Code Section § 2.2-3708, 3707 & 3701

Policy

Under Virginia FOIA open meeting rules, the Crater Regional Workforce Development Board & Consortium of Chief Local Elected Officials is generally required to have an in-person quorum for public meetings. Limited exceptions do exist under legislation which allow participation by electronic means (remote participation) if specific scenarios are met.

Guidance exists both for the allowance of fully virtual meetings and for meetings where a physical quorum is present. Frequency of such meetings as well as the percentage makeup of participants must comply with legislation referenced above.

Procedure

Fully Virtual Meetings:

Both bodies (the Crater Regional Workforce Development Board (CRWDB) & the Consortium of Chief Local Elected Officials (CLEO) can conduct 2 meetings or 25% of meetings (whichever is greater) by fully virtual means, annually. These virtual meetings for each body can not be held consecutively.

Hybrid Meetings (Physical In-Person Quorum with some Virtual Participation)

The following four scenarios cover when individual members may be allowed to participate remotely when a physical quorum is gathered in-person.

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance.
2. A medical condition of a family member of the member requires the member to provide care that prevents the member's physical attendance.
3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The member is unable to attend the meeting due to a personal matter and identified with specificity the nature of the personal matter. The member may not participate virtually more than 2 meetings or 25% of the meetings held per calendar year.



In all hybrid meetings, a physical quorum must be present in person. Additionally, the member requesting to participate virtually must notify the Chair or Board staff in advance & the minutes must reflect virtual participation when role is called.

Disclaimer

This policy is based on CRWDB interpretation of the statute. This policy will be reviewed and updated based on any additional federal or state guidance.