

COMMONWEALTH OF VIRGINIA



AUTISM ADVISORY COUNCIL

DRAFT

Policy for Electronic Meeting Participation and All-Virtual Public Meetings

This policy shall apply to the entire membership of the Autism Advisory Council (the Council) 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 of the Council wishes to participate in a meeting from a remote location, the law requires a quorum of the Council to be physically assembled at the primary or central meeting location.

I. Remote Participation by an Individual Member of the Council

- A. It is the policy of the Council that individual members may participate in meetings of the Council 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 Council staff, who shall then relay such request to the chair of the Council.
- 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 Council shall vote on whether to allow such participation.

II. All-Virtual Public Meetings

- A. It is the policy of the Council that the Council may hold all-virtual public meetings pursuant to subsection C of § 2.2-3708.3 of the Code of Virginia.
- B. Any request that the Council conduct an all-virtual public meeting shall be conveyed to Council staff, who shall then relay such request to the chair of the Council.
- 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.

COMMONWEALTH OF VIRGINIA



AUTISM ADVISORY COUNCIL

- D. No all-virtual public meeting shall 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 Council 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.