

COMMONWEALTH OF VIRGINIA



SCHOOL HEALTH SERVICES COMMITTEE

DRAFT

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

This policy shall apply to the entire membership of the School Health Services Committee (the Committee) 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 Committee to be physically assembled at the primary or central meeting location.

I. Remote Participation by an Individual Member of the Committee:

- A. It is the policy of the Committee that individual members may participate in meetings of the Committee by electronic communication as permitted by § 2.2-3708.3 of the Code of Virginia.
- B. Any individual request for remote participation shall be conveyed to staff to the Committee who shall then relay such request to the chair of the Committee.
- 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. The Chair of the Committee shall approve individual participation from a remote location 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 Committee shall vote on whether to allow such participation.

II. Remote Participation by the Entire Membership of the Committee:

- A. It is the policy of the Committee that the Committee 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 Committee conduct an all-virtual public meeting shall be conveyed to staff to the Committee who shall then relay such request to the chair of the Committee.
- C. All-virtual public meetings are limited 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. 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 meeting.
- B. If the Chair of the Committee disapproves 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.