

COMMONWEALTH OF VIRGINIA



JOINT SUBCOMMITTEE TO STUDY PANDEMIC RESPONSE AND PREPAREDNESS

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 Joint Subcommittee to Study Pandemic Response and Preparedness (Joint Subcommittee) 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 Joint Subcommittee to be physically assembled at the primary or central meeting location.

I. Remote Participation by an Individual Member of the Joint Subcommittee

- A. It is the policy of the Joint Subcommittee that individual members may participate in meetings of the Joint Subcommittee by electronic communication as permitted by § 2.2-3708.3 of the Code of Virginia.
- B. When such individual 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.
- C. 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 Joint Subcommittee shall vote on whether to allow such participation.

II. Remote Participation by the Entire Body

- A. It is the policy of the Joint Subcommittee that the Joint Subcommittee may hold all-virtual public meetings pursuant to subsection C of § 2.2-3708.3.
- B. Requests for remote participation or that the Joint Subcommittee conduct an all-virtual public meeting shall be conveyed to the staff of the Joint Subcommittee, who shall then relay such requests to the chair of the Joint Subcommittee.
- C. Such 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. The request for remote participation or that the Joint Subcommittee conduct an all-virtual public meeting shall be recorded in the minutes of the meeting.
- B. If the Joint Subcommittee votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.
- C. The minutes shall include other information as required by §§ 2.2-3707 and 2.2-3708.3 depending on the type of remote participation or all-virtual public meeting.

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