



# BOV Member Remote Participation by Electronic Communication Means

**Policy Type:** Local  
**Responsible Office:** Office of the President  
**Initial Policy Approved:** New  
**Current Revision Approved:** 09/18/2015

## Policy Statement and Purpose

---

In accordance with Virginia Code § 2.2-3708.1 as effective July 1, 2014, the Board of Visitors has: (1) established a written policy allowing for and governing participation of its members in meetings by electronic communication means; and (2) specified the requirements for the remote participation in meetings by its members in event of (a) emergency or personal matter, or (b) medical condition (i.e. temporary or permanent disability).

This policy shall apply to the entire membership and without regard to the individual member requesting remote participation or to the matters slated for consideration or vote at the meeting.

Participation by an individual member from a remote location is authorized only when a quorum of the Board is physically assembled at the primary meeting location and the voice of the remote participant is able to be heard by all persons at the primary meeting location. The reason that the member is unable to attend the meeting and the remote location from which the member participates will be recorded in the meeting minutes.

Individual participation from a remote location shall be approved unless such participation would violate this policy. If such participation from a remote location would violate this policy, such disapproval will be recorded in the minutes with specificity.

When such individual remote participation is due to an emergency or personal matter, such participation is limited by law to two meetings, or 25 percent of the meetings, of the public body per member within one calendar year, whichever is fewer.

This policy applies to all committees and subcommittees of the Board.

## Table of Contents

---

Who Should Know This Policy.....	2
Definitions.....	2
Contacts.....	2
Procedures.....	2
Forms.....	2-3

Related Documents.....	3
Revision History.....	3
FAQs.....	3

## Who Should Know This Policy

---

All Board of Visitor members as a matter of normal course are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

## Definitions

---

### Quorum

A term used to describe the minimum number of members of the board that must be present at any of its meetings to make the proceedings of that meeting valid. A quorum is a majority of members of serving board members.

### Primary meeting location

Published location of the meeting of the board, committee, or subcommittee.

### Remote location

Refers to an alternative location for a board member other than the main location where the physical quorum is present. A remote location cannot be open to the public only and must have a physical address.

## Contacts

---

The Office of the President officially interprets this policy. The Office of the President is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions the board liaison in the Office of the President.

## Procedures

---

The board member needing to participate from a remote location notifies the Rector, without unreasonable delay, the reason for not being able to attend at the primary meeting location and with any concerns about remote location participation.

Requests for remote participation are appropriate to make as follows:

- On or before the day of a meeting, a member notifies the Rector that he or she is unable to attend the meeting due to an emergency, personal matter or medical condition that prevents the member's physical attendance, and identifies with specificity the nature of the emergency or personal matter.

The Board of Visitors will record the reason for a member to participate from a remote location along with the remote location from which the member participated in the meeting minutes. If any request for remote participation is denied the request, the decision and rationale will be reflected in the minutes.

The Board will arrange for the voice of the remote participant to be heard by all persons at the primary meeting location.

## **Forms**

---

There are no forms associated with this policy.

## **Related Documents**

---

1. Code of Virginia Code § 2.2-3708.1
2. Board of Visitors Bylaws
3. <http://www.president.vcu.edu/board/index.html>

## **Revision History**

---

None – New Policy

## **FAQs**

---

There are no FAQs associated with this policy and procedures.