

1           **ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS**  
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3     The School Board values electronic communication as a means to increase citizen participation  
4     and to accommodate individual board members and citizens when circumstances may prevent  
5     them from physically attending a public meeting. The School Board welcomes remote  
6     participation in public meetings to the extent permitted by Virginia law.

7     Except as provided hereafter, or as otherwise permitted by law, the School Board does not conduct  
8     any meeting wherein the public business is discussed through telephonic, video, electronic, or  
9     other electronic communication means where the members are not physically assembled. This  
10    policy is applied strictly and uniformly, without exception, to the entire membership of the School  
11    Board and without regard to the identity of the member requesting remote participation or the  
12    matters that will be considered or voted on at the meeting.

13    The minutes of meetings conducted in accordance with this policy include (i) the identity of the  
14    members of the School Board who participated in the meeting through electronic communication  
15    means, (ii) the identity of the School Board members who were physically assembled at one  
16    physical location, and (iii) the identity of the members of the School Board who were not present  
17    at the location identified in (ii) but who monitored such meeting through electronic communication  
18    means.

19    If the School Board creates committees, subcommittees, or other entities however designated to  
20    perform delegated functions of the Board or to advise the Board, it may adopt a policy on behalf  
21    of its committees, subcommittees, or other entities that applies to the committees',  
22    subcommittees', or other entities' use of individual remote participation and all-virtual public  
23    meetings.

24           **I.    Definitions**  
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26           **"All-virtual public meeting"** means a public meeting (i) conducted by the School Board  
27           using electronic communication means, (ii) during which all members of the Board who  
28           participate do so remotely rather than being assembled in one physical location, and (iii) to  
29           which public access is provided through electronic communication means.  
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31           **"Electronic communication"** means the use of technology having electrical, digital,  
32           magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive  
33           information.  
34

35           **"Meeting"** means any gathering of three or more members of the Alexandria City School  
36           Board, or a quorum of members if less than three, of any of its committees or advisory  
37           committees, at which public business is discussed.  
38

39           **"Remote participation"** means participation by an individual member of the School Board  
40           by electronic communication means in a public meeting where a quorum of the School  
41           Board is otherwise physically assembled.  
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43           **II.   Quorum Physically Assembled (Individual Remote Participation)**  
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45           Members of the School Board may use remote participation instead of attending a meeting

46 in person if, in advance of the meeting, each member seeking to use remote participation  
47 notifies the chair that:

- 48 • the member has a temporary or permanent disability or other medical condition  
49 that prevents the member's physical attendance;
- 50 • a medical condition of a member of the member's family requires the member to  
51 provide care that prevents the member's physical attendance;
- 52 • the member's principal residence is more than 60 miles from the meeting location  
53 identified in the required notice for such meeting; or
- 54 • the member is unable to attend the meeting due to a personal matter and identifies  
55 with specificity the nature of the personal matter. However, the member may not  
56 use remote participation due to personal matters more than two meetings per  
57 calendar year or 25 percent of the meetings per calendar year rounded up to the  
58 next whole number, whichever is greater.

59  
60 The chair reports such requests, if any, to the Board at the beginning of each meeting.  
61 Those members of the Board assembled at the primary meeting location must consider the  
62 requests for remote participation from each member seeking to use remote participation  
63 prior to the member participating in the meeting. The requests, as reported by the chair,  
64 and the votes on each member's request are recorded in the minutes.

65  
66 If participation by a member through electronic communication means is approved, the  
67 School Board records in its minutes the remote location from which the member  
68 participated. The remote location need not be open to the public and may be identified in  
69 the minutes by a general description.

70  
71 If participation is approved based on a temporary or permanent disability or other medical  
72 condition of the member or a member of the member's family, the School Board includes  
73 in its minutes the fact that the member participated through electronic communication  
74 means due to a (i) temporary or permanent disability or other medical condition that  
75 prevented the member's physical attendance or (ii) a family member's medical condition  
76 that required the member to provide care for such family member, thereby preventing the  
77 member's physical attendance.

78  
79 If participation is approved because the member's principal residence is more than 60  
80 miles from the meeting location, the School Board includes in its minutes the fact that the  
81 member participated through electronic communication means due to the distance between  
82 the member's principal residence and the meeting location.

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84 If participation is approved because of a personal matter, the School Board includes in its  
85 minutes the specific nature of the personal matter cited by the member.

86  
87 If a member's participation from a remote location is disapproved, such disapproval is  
88 recorded in the minutes with specificity.

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90 **III. Quorum Not Physically Assembled**

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92 The School Board may meet by electronic communication means without a quorum  
93 physically assembled at one location when the Governor has declared a state of emergency

94 in accordance with Va. Code § 44-146.17, or the City of Alexandria has declared a local  
95 state of emergency pursuant to Va. Code § 44-146.21, provided:

- 96 • The catastrophic nature of the declared emergency makes it impracticable or  
97 unsafe to assemble a quorum in a single location; and
- 98 • The purpose of the meeting is to provide for the continuity of operations of the  
99 School Board or the discharge of its lawful purposes, duties, and responsibilities.

100 If it holds a meeting pursuant to this section, the School Board:

- 101 • Gives public notice using the best available method given the nature of the  
102 emergency contemporaneously with the notice provided to members of the School  
103 Board;
- 104 • Makes arrangements for public access to the meeting through electronic  
105 communication means, including videoconferencing if already used by the School  
106 Board;
- 107 • provides the public with the opportunity to comment at those meetings when public  
108 comment is customarily received; and
- 109 • otherwise complies with the provisions of the Virginia Freedom of Information  
110 Act.

111  
112 For any meeting conducted pursuant to this section, the nature of the emergency, the fact  
113 that the meeting was held by electronic communication means and the type of electronic  
114 communication means by which the meeting was held shall be stated in the minutes of the  
115 meeting.

116  
117 The provisions of this section are applicable only for the duration of the declared  
118 emergency.

119  
120 **IV. Applicability**

121 The meeting provisions of this policy, including:

- 122 • electronic participation by members when a quorum is physically assembled; and
- 123 • electronic participation by members when a quorum is *not* physically assembled;

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125 apply to members of the School Board and its Advisory Committees.

126  
127 Adopted: September 20, 2007

128 Amended: September 18, 2008

129 Amended: April 24, 2014

130 Amended: December 15, 2016

131 Amended: October 12, 2017

132 Amended: May 9, 2019

133 Amended: February 4, 2021

134 Amended: June 17, 2021

135 Amended: December 15, 2022

136  
137 Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3707, 2.2-3708.2,  
138 2.2-3708.3, 2.2-3710.

141			
142	Cross Ref.:	BCE	School Board Committees
143		BCF	Advisory Committees to the School Board
144		BDD	Notification of Meetings
145		BDDG	Minutes
146			