

EASTERN SHORE PUBLIC LIBRARY ELECTRONIC MEETINGS POLICY

It is the policy of the Eastern Shore Public Library (ESPL) that individual trustees may participate in board meetings of the ESPL by electronic means as permitted by Virginia Code § 2.2-3708.2 and as stated in the ESPL bylaws.

Trustees may request to participate electronically in a board meeting if circumstances prevent their attendance.

Whenever an individual trustee wishes to participate from a remote location, the law requires a quorum of the ESPL Board of Trustees to be physically assembled at the primary meeting location. Arrangements must be made for the voice of the remote participant to be heard by all persons at the primary meeting location.

On or before the day of a meeting, a trustee shall notify the chair that:

- a. He/she is unable to attend the meeting due to a temporary or permanent disability or other medical condition; or
- b. He/she is unable to attend the meeting due to a personal matter. Such participation is limited each calendar year to two meetings; or
- c. He/she is unable to attend the meeting because the trustee's principal residence is more than 60 miles from the meeting location.

The minutes shall reflect the remote location from which the trustee participated, the electronic medium, and the nature of the personal matter with specificity.

Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll call fashion and included in the minutes.

Automatic Approval

Individual participation from a remote location shall be approved by the Chairman unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

*Revised and approved by the ESPL Board of Trustees on September 17, 2019.
See also ESPL Bylaws.*