



BOV POLICY # 18 (2016)
PARTICIPATION IN BOARD OF VISITORS MEETINGS IN EVENT
OF EMERGENCY, PERSONAL MATTER, CERTAIN DISABILITIES;
OR DISTANCE FROM MEETING LOCATION

Policy Title: Participation in Board of Visitors Meetings in Event of Emergency, Personal Matter, Certain Disabilities; or Distance from Meeting Location

Policy Type: Board of Visitors

Policy No.: BOV Policy # 18 (2016)

Approved: March 17, 2016

Responsible Office: Board of Visitors

Responsible Executive: Rector

Applies to: Voting Members of the Board of Visitors

POLICY STATEMENT

All meetings of the Norfolk State University Board of Visitors (Board) are conducted in accordance with the *Code of Virginia* § 2.2-3700 et seq., Virginia Freedom of Information Act (as amended 2014), and its Bylaws.

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PURPOSE

The purpose of this policy is to establish a written policy, in accordance with *Code of Virginia* § 2.2-3708.2 to allow for and govern participation of Board of Visitors members in meetings by the means of electronic communication, and to specify the requirements for the remote participation.

CONTACT

The Board of Visitors officially interprets this policy.

POLICY CONTENTS

- A. On or before the day of a meeting, a member must (1) notify the Rector that he or she is unable to attend the meeting due to (a) a temporary or permanent disability or other medical condition, or (b) a personal matter, and, (2) in the case of a personal matter, identify with specificity the nature of the personal matter.
- B. The Rector shall recommend approval or disapproval of the participation to the Board of Visitors. If the Board approves the participation by majority vote, it must record in its meeting minutes (1) the fact of the remote participation; (2) the location of the remote participation; (3) whether the remote participation is because of (a) a temporary or permanent disability or other medical condition, or (b) a personal matter; and, (4) in the case of a personal matter, the specific nature of personal matter.
- C. Remote participation by any particular member for personal matters is limited to two meetings each calendar year.
- D. This policy must be applied strictly and uniformly, without exception, to the entire membership 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.
- E. The Board may deny participation only if participation would violate this policy.
- F. If a member's participation is disapproved, the disapproval and the reason for the disapproval shall be recorded in the minutes with specificity.
- G. The Board of Visitors must make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location



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H. As in all other cases, a quorum of the Board of Visitors is physically assembled at the primary or central meeting location.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office shall make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of Board approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the policy on the Board's Website; and
- Direct appropriate offices to educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review date: September 2020
- Approved date: September 28, 2018
- Revision History: March 16, 2017; September 15, 2017
- Supersedes: None

RELATED DOCUMENTS

- Norfolk State University [Board of Visitors Bylaws](#)

FORMS

There are no forms associated with this policy.