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.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Purpose</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td>2</td>
</tr>
<tr>
<td>Policy Contents</td>
<td>2</td>
</tr>
<tr>
<td>Publication</td>
<td>3</td>
</tr>
<tr>
<td>Review Schedule</td>
<td>4</td>
</tr>
<tr>
<td>Related Documents</td>
<td>4</td>
</tr>
<tr>
<td>Forms</td>
<td>4</td>
</tr>
</tbody>
</table>
PARTICIPATION IN BOARD OF VISITORS MEETINGS IN EVENT OF EMERGENCY, PERSONAL MATTER, CERTAIN DISABILITIES; OR DISTANCE FROM MEETING LOCATION

PURPOSE

The purpose of this policy is to establish a written policy, in accordance with Code of Virginia § 2.2-3708.1 (as amended 2014), 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 in meetings by its members in event of emergency or personal matter; certain disabilities; or distance from meeting location.

CONTACT

The Board of Visitors officially interprets this policy.

POLICY CONTENTS

(A) A member of the Board of Visitors may participate in a meeting through electronic means of communication from a remote location that is not open to the public only as follows and subject to the requirements of subsection (B):

1. 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 or personal matter, and identifies with specificity the nature of the emergency or personal matter; and the Rector approves the request to participate in the meeting from a remote location.
   i. The Board of Visitors must record in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.
   ii. If a member's participation from a remote location is disapproved by the Rector because such participation would violate subsection B of this policy, disapproval shall be recorded in the minutes with specificity.
   iii. Remote participation by the member is limited each calendar year to two meetings or 25 percent of the meetings of the public body, whichever is fewer;

2. A member notifies the Rector that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance. The Board of Visitors must record this fact and the remote location from which the member participated in its minutes; or

3. On the day of a meeting, a member notifies the Rector that his or her principle residence is more than 60 miles from the meeting location identified in the meeting notice.
BOV POLICY # 18 (2016)
PARTICIPATION IN BOARD OF VISITORS MEETINGS IN EVENT OF EMERGENCY, PERSONAL MATTER, CERTAIN DISABILITIES; OR DISTANCE FROM MEETING LOCATION

i. The Board of Visitors must record the remote location from which the member participated in its minutes.

ii. If a member's participation from a remote location is disapproved by the Rector because such participation would violate subsection (B) of this policy, such disapproval must be recorded in the minutes with specificity.

(B) Participation by a member of the Board of Visitors under subsection (A) is authorized only under the following conditions:

1. A quorum of the Board of Visitors is physically assembled at the primary or central meeting location;

2. The Board of Visitors has made arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location; and

3. This policy is 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.

(C) Notification of a Board member’s participation by electronic communications means must be in writing and submitted to the Rector with copy to the Board Liaison via electronic mail, text or letter.

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

REVIEW SCHEDULE

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

RELATED DOCUMENTS

- Norfolk State University Board of Visitors Bylaws

FORMS

There are no forms associated with this policy.