



# Active Transportation Advisory Committee Policy for All-Virtual Public Meetings

Title: ATAC - Policy for All-Virtual Public Meetings		
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## **Purpose**

The purpose of this policy is to enable the Active Transportation Advisory Committee to hold all-virtual public meetings in accordance with the Virginia Freedom of Information Act.

## **1.0 Authority and Scope**

- a. This policy is adopted pursuant to Virginia Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act.
- b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the City Council. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

## **2.0 Definitions**

- a. "ATAC" means the Active Transportation Advisory Committee or any subcommittee or other entity of the ATAC.
- b. "Member" means any member of the ATAC.
- c. "All-virtual public meeting" means a public meeting conducted by the ATAC using electronic communication means during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and to which public access is provided through electronic communication means, as defined by Va. Code § 2.2-3701.
- d. "Meeting" means a meeting as defined by Va. Code § 2.2-3701.
- e. "VBFOIA" means the Virginia Freedom of Information Act, Va. Code §§ 2.2-3700-3715.

## **3.0 When an All-Virtual Public Meeting May Be Held**

An all-virtual public meeting may be held under the following circumstances:

- a. It is impracticable or unsafe to assemble a quorum of the ATAC in a single location, but a state of emergency has not been declared by the Governor or the City Council; or

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- b. Other circumstances warrant the holding of an all-virtual public meeting, including, but not limited to, the convenience of an all-virtual meeting; and
- c. The ATAC has not had more than two all-virtual public meetings, or more than 50 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and
- d. The ATAC's last meeting was not an all-virtual public meeting.

#### **4.0 Process to Authorize an All-Virtual Public Meeting**

- a. The ATAC may schedule its all-virtual public meetings at the same time and using the same procedures used by the ATAC to set its meetings calendar for the calendar year; or
- b. If the ATAC wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, and an all-virtual public meeting is authorized under Section 3 above, the ATAC Chair may schedule an all-virtual public meeting provided that any such meeting comports with VFOIA notice requirements.

#### **5.0 All-Virtual Public Meeting Requirements**

The following applies to any all-virtual public meeting of the ATAC:

- a. The meeting notice shall indicate that the public meeting will be all-virtual, and the ATAC shall not change the method by which the ATAC chooses to meet without providing a new meeting notice that comports with VFOIA;
- b. Public access shall be provided by electronic communication means that allows the public to hear all participating members of the ATAC;
- c. Audio-visual technology, if available, shall be used to allow the public to see the members of the ATAC;
- d. A phone number, email address, or other live contact information shall be provided to the public to alert the ATAC if electronic transmission of the meeting fails for the public, and if such transmission fails, the ATAC shall take a recess until public access is restored;
- e. A copy of the proposed agenda and all agenda packet materials (unless exempt) shall be made available to the public electronically at the same time such materials are provided to the ATAC;
- f. The public shall be afforded the opportunity to comment through electronic means, including written comments, at meetings during which public comment is customarily received; and
- g. No more than two members of the ATAC may be together in one physical location.

#### **6.0 Minutes**

Minutes shall be taken as required by VFOIA and must include the fact that the meeting was held by electronic communication means and the type of electronic communication means used.

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## **7.0 Closed Session**

If the ATAC goes into closed session, public transmission of the meeting will be suspended until the ATAC resumes to certify the closed meeting in open session. Public transmission of the meeting must resume before the ATAC votes to certify the closed meeting.

## **8.0 Strict and Uniform Application of this Policy**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the matters that will be considered or voted on at the meeting.

## **9.0 Annual Readoption**

This Policy must be adopted or readopted at least once annually.