



Virginia Beach Parks & Recreation Commission Policy

Title: Policy for All-Virtual Public Meetings		
Date of Adoption: 9/4/2025	Date of Revision:	Page 1 of 3

Purpose

The purpose of this policy is to enable the Virginia Beach Parks & Recreation Commission 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, Va. Code §§ 2.2-3700-3715.
- 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. "The Commission" means the Virginia Beach Parks & Recreation Commission or any committee, subcommittee, or other entity of the Commission.
- b. "Member" means any member of the Commission.
- c. "All-virtual public meeting" means a public meeting conducted by the Commission 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 Virginia Code § 2.2-3701.
- e. "VFOIA" means the Virginia Freedom of Information Act, Virginia 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 Commission in a single location, but a state of emergency has not been declared by the Governor or the City Council; or
- 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

Title: Policy for All-Virtual Public Meetings		
Date of Adoption: 9/4/2025	Dates of Revisions:	Page 2 of 3

- c. The Commission 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 Commission's last meeting was not an all-virtual public meeting.

4.0 Process to Authorize an All-Virtual Public Meeting

- a. The Commission may schedule its all-virtual public meetings at the same time and using the same procedures used by the Commission to set its meetings calendar for the calendar year; or
- b. If the Commission 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 Commission 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 Commission:

- a. The meeting notice shall indicate that the public meeting will be all-virtual, and the Commission shall not change the method by which the Commission 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 Commission;
- c. Audio-visual technology, if available, shall be used to allow the public to see the members of the Commission;
- d. When audio-visual technology is available, a member of a public body shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;
- e. A phone number, email address, or other live contact information shall be provided to the public to alert the Commission if electronic transmission of the meeting fails for the public, and if such transmission fails, the Commission shall take a recess until public access is restored;
- f. 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 Commission;
- g. 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
- h. No more than two members of the Commission may be together in one physical location.

Title: Policy for All-Virtual Public Meetings		
Date of Adoption: 9/4/2025	Dates of Revisions:	Page 3 of 3

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.

7.0 Closed Session

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