
VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES
Commonwealth of Virginia

Board Policy 7.0: Meetings

It is the policy of the Virginia Board for People with Disabilities (the Board) to hold Board meetings at least once per calendar quarter and to hold special meetings as called by the Chairperson in consultation with the Executive Committee.

I. Scheduling and Conduct of Board Meetings

- A. There shall be no fewer than four regularly-scheduled meetings per federal fiscal year. In the case of justifiable delay which is decided by the Executive Committee, the meeting is held on the date, time and place designated by the Executive Committee
- B. Prior notice of the meeting is made through the appropriate media.
- C. Reminders of meeting dates shall be provided at least two weeks in advance of each Board meeting and shall include a proposed agenda and supporting materials for that meeting.
- D. All Board meetings, including standing and ad hoc committee meetings shall be open and accessible to the public in accordance with the relevant provisions of the *Virginia Freedom of Information Act*.
- E. Special meetings of the Board may be called by the Chairperson, in consultation with the Executive Committee.
- F. The Chairperson shall preside at all meetings and, in his or her absence, the Vice Chairperson shall preside. If both the Chair and the Vice Chair are to be absent for a meeting, the Chair shall appoint a member to fill the position of Chair for that meeting only.
- G. The rules of procedure for the Board and its committees shall be *The Standard Code of Parliamentary Procedure, Fourth Edition*.
- H. Public comment shall be received at all quarterly Board meetings and may be received at special meetings as deemed appropriate by the Chair. Response to public comment shall be in accordance with Board Policy 8.0.

- I. The June meeting shall be considered the annual meeting of the Board at which time Elections shall be held, the budget for the proceeding fiscal year shall be approved, the State Plan shall be approved, and on-cycle competitive grants shall be awarded.
- J. Draft meeting minutes shall be posted to the Board's web site and other media as required under state law
- K. Absent members shall be sent handouts not provided in advance of the meeting within 10 days of the Board meeting.
- L. The Board may go into Executive Session providing a vote is taken in public regarding the need for such session. The Chair shall announce the purpose of the Executive Session. If the vote is favorable, the Executive Session can proceed. Any formal action taken in executive session must thereafter be ratified in public session prior to such actions becoming effective. Executive sessions are permitted only for the purpose of discussing or considering certain specified issues as described in the Virginia Freedom of Information Act. A copy of the Act shall be provided to new Board members at orientation and to all Board members whenever the Act is revised.

II. Attendance at Meetings

- A. Members are expected to attend all scheduled meetings of the full Board and all standing committee meetings. Board members are also expected to participate to the maximum extent feasible in other special meetings, ad hoc committee meetings, and grant review teams.
- B. Board members are required to sign in twice at all Board meetings (once in the am and once in the pm). Attendance information shall be compiled and provided in each Board agenda package.
- C. Attendance information shall be provided to the Governor and/or the Secretary of the Commonwealth, upon request.
- D. If a member fails to attend two (2) consecutive Board meetings, without an excused absence, the matter shall be brought to the attention of the Executive Committee. If a member fails to attend three (3) consecutive meetings, without an excused absence, the Chairperson, through the Executive Director, shall notify the Governor or designee of the absences and shall request that the Board member be asked to resign and a replacement appointed to fill the unexpired term.
- E. An excused absence is one in which notification is received by phone or in writing by Board staff or the Board chair in advance of the meeting in question.

III. Voting and Quorum

- A. Each Board member shall have one (1) vote.

- B. State agency heads may assign their vote to a designee as provided for in Section 51.5.-31 of the Code of Virginia.
- C. Members appointed by the Governor are not permitted to assign their vote.
- D. A quorum must exist to conduct Board business. A quorum is defined as a majority of the full Board. When there is a quorum, an affirmative vote of the majority of Board members present and constituting the quorum is required for the Board to decide any issue.

IV. Reimbursement of Board Members

- A. Board members shall not be compensated for their services; however, necessary expenses incurred by Board members in performance of their Board duties shall be reimbursed in accordance with the requirements of Virginia State Travel regulations and Board Policy 4.0.
- B. Board members shall be provided with updated copies of the Virginia State Travel regulations

Adopted by the Virginia Board for People with Disabilities

Date: May 5, 2004

Amended: June 16, 2004