



CITY OF CHARLOTTESVILLE Police Civilian Oversight Board



Type of Policy: Compliance with State Legislation	Policy#:
Subject: Police Civilian Oversight Board Electronic Meetings Policy	Approval Date: 00/00/2025
☒ New Directive ☐ Replaces: ☐ Revises:	
Approval Authority: By Majority Vote of the Board, as required by VA. Code § 2.2-3708.3	Effective Date: 00/00/2025

PURPOSE

This policy establishes guidelines for conducting electronic meetings of the Police Civilian Oversight Board in accordance with Virginia Code § 2.2-3708.3, ensuring transparency, accessibility, and effective governance while accommodating various participation needs.

SCOPE

This policy applies to all members of the Police Civilian Oversight Board and governs the conduct of all-virtual meetings and individual remote participation in otherwise in-person meetings.

GENERAL REQUIREMENTS FOR ELECTRONIC MEETINGS

Public Access and Participation

1. All electronic meetings must provide public access through electronic communication means
2. Meeting notices must clearly state whether the meeting will be in-person or all-virtual
3. The Board must provide electronic means for public comment when public comment is customarily received
4. A phone number or other live contact information must be provided to alert the Board if the electronic transmission fails
5. All meeting materials must be made available electronically to the public at the time they are provided to Board members

Technical Requirements

1. The electronic platform must allow all participants to hear and be heard clearly
2. When available, video capability must be provided to allow participants to see each other
3. The Board must take a recess if technical issues prevent public access until such access is restored

INDIVIDUAL REMOTE PARTICIPATION

Qualifying Circumstances

Board members may participate remotely under the following circumstances:

1. Personal disability or medical condition preventing physical attendance
2. Medical care obligations for a family member
3. Principal residence located more than 60 miles from the meeting location
4. Personal matters, limited to two meetings or 25% of meetings per calendar year

Procedure for Remote Participation

1. Members must notify the Board chair in advance
2. The remote location need not be open to the public
3. The minutes must record the remote participation and its general reason
4. Remote participants count toward the quorum

ALL-VIRTUAL MEETINGS

Frequency Limitations

1. All-virtual meetings are limited to two per calendar year or 50% of meetings (whichever is greater)
2. All-virtual meetings may not be held consecutively

DOCUMENTATION REQUIREMENTS

Minutes of all-virtual meetings must include:

1. The type of electronic communication means utilized
2. A statement that the meeting was held by electronic means
3. A record of any technical issues that occurred and their resolution

POLICY REVIEW

This policy shall be reviewed annually and updated as needed to ensure compliance with state law and effective governance practices.

EFFECTIVE DATE

This policy takes effect immediately upon adoption by majority vote of the Board.

Upon a motion duly made, seconded, and voted upon, the City of Charlottesville Police Civilian Oversight Board hereby approves this Electronic Meetings Policy, in compliance with VA Code § 2.2-3708.3.

	<u>Aye</u>	<u>No</u>
Al Pola	_____	_____
William Mendez	_____	_____
Jeffrey Fracher	_____	_____
Lakeshia Washington	_____	_____
George Dillard	_____	_____
Cameron McBride	_____	_____

Approved by vote of the Board
February 13, 2025

Inez M. Gonzalez
Executive Director