

VIRGINIA ACTS OF ASSEMBLY — CHAPTER

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An Act to amend and reenact §§ 2.2-3701 and 2.2-3707 of the Code of Virginia, relating to the Virginia Freedom of Information Act; exception to open meeting requirements.

[S 969]

Approved

**Be it enacted by the General Assembly of Virginia:**

**1. That §§ 2.2-3701 and 2.2-3707 of the Code of Virginia are amended and reenacted as follows:  
§ 2.2-3701. Definitions.**

As used in this chapter, unless the context requires a different meaning:

"Closed meeting" means a meeting from which the public is excluded.

"Electronic communication" means any audio or combined audio and visual communication method.

"Emergency" means an unforeseen circumstance rendering the notice required by this chapter impossible or impracticable and which circumstance requires immediate action.

"Meeting" or "meetings" means the meetings including work sessions, when sitting physically, or through telephonic or video equipment pursuant to § 2.2-3708 or 2.2-3708.1, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body. ~~The~~ *Neither the gathering of employees of a public body nor the gathering or attendance of two or more members of a public body (i) at any place or function where no part of the purpose of such gathering or attendance is the discussion or transaction of any public business, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any business of the public body, or (ii) at a public forum, candidate appearance, or debate, the purpose of which is to inform the electorate and not to transact public business or to hold discussions relating to the transaction of public business, even though the performance of the members individually or collectively in the conduct of public business may be a topic of discussion or debate at such public meeting, shall not be deemed a "meeting" subject to the provisions of this chapter.*

"Open meeting" or "public meeting" means a meeting at which the public may be present.

"Public body" means any legislative body, authority, board, bureau, commission, district or agency of the Commonwealth or of any political subdivision of the Commonwealth, including cities, towns and counties, municipal councils, governing bodies of counties, school boards and planning commissions; boards of visitors of public institutions of higher education; and other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds. It shall include (i) the Virginia Birth-Related Neurological Injury Compensation Program and its board of directors established pursuant to Chapter 50 (§ 38.2-5000 et seq.) of Title 38.2 and (ii) any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body. It shall not exclude any such committee, subcommittee or entity because it has private sector or citizen members. Corporations organized by the Virginia Retirement System are "public bodies" for purposes of this chapter.

For the purposes of the provisions of this chapter applicable to access to public records, constitutional officers shall be considered public bodies and, except as otherwise expressly provided by law, shall have the same obligations to disclose public records as other custodians of public records.

"Public records" means all writings and recordings that consist of letters, words or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostating, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording or other form of data compilation, however stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. Records that are not prepared for or used in the transaction of public business are not public records.

"Regional public body" means a unit of government organized as provided by law within defined boundaries, as determined by the General Assembly, whose members are appointed by the participating local governing bodies, and such unit includes two or more counties or cities.

"Scholastic records" means those records containing information directly related to a student or an applicant for admission and maintained by a public body that is an educational agency or institution or by a person acting for such agency or institution.

**§ 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes.**

A. All meetings of public bodies shall be open, except as provided in §§ 2.2-3707.01 and 2.2-3711.

B. No meeting shall be conducted through telephonic, video, electronic or other communication

57 means where the members are not physically assembled to discuss or transact public business, except as  
58 provided in § 2.2-3708, 2.2-3708.1 or as may be specifically provided in Title 54.1 for the summary  
59 suspension of professional licenses.

60 C. Every public body shall give notice of the date, time, and location of its meetings by placing the  
61 notice in a prominent public location at which notices are regularly posted and in the office of the clerk  
62 of the public body, or in the case of a public body that has no clerk, in the office of the chief  
63 administrator. All state public bodies subject to the provisions of this chapter shall also post notice of  
64 their meetings on their websites and on the electronic calendar maintained by the Virginia Information  
65 Technologies Agency commonly known as the Commonwealth Calendar. Publication of meeting notices  
66 by electronic means by other public bodies shall be encouraged. The notice shall be posted at least three  
67 working days prior to the meeting. Notices for meetings of state public bodies on which there is at least  
68 one member appointed by the Governor shall state whether or not public comment will be received at  
69 the meeting and, if so, the approximate point during the meeting when public comment will be received.

70 D. Notice, reasonable under the circumstance, of special or emergency meetings shall be given  
71 contemporaneously with the notice provided members of the public body conducting the meeting.

72 E. Any person may annually file a written request for notification with a public body. The request  
73 shall include the requester's name, address, zip code, daytime telephone number, electronic mail address,  
74 if available, and organization, if any. The public body receiving such request shall provide notice of all  
75 meetings directly to each such person. Without objection by the person, the public body may provide  
76 electronic notice of all meetings in response to such requests.

77 F. At least one copy of all agenda packets and, unless exempt, all materials furnished to members of  
78 a public body for a meeting shall be made available for public inspection at the same time such  
79 documents are furnished to the members of the public body.

80 ~~G. Nothing in this chapter shall be construed to prohibit the gathering or attendance of two or more  
81 members of a public body (i) at any place or function where no part of the purpose of such gathering or  
82 attendance is the discussion or transaction of any public business, and such gathering or attendance was  
83 not called or prearranged with any purpose of discussing or transacting any business of the public body  
84 or (ii) at a public forum, candidate appearance, or debate, the purpose of which is to inform the  
85 electorate and not to transact public business or to hold discussions relating to the transaction of public  
86 business, even though the performance of the members individually or collectively in the conduct of  
87 public business may be a topic of discussion or debate at such public meeting. The notice provisions of  
88 this chapter shall not apply to informal meetings or gatherings of the members of the General Assembly.~~

89 H. Any person may photograph, film, record or otherwise reproduce any portion of a meeting  
90 required to be open. The public body conducting the meeting may adopt rules governing the placement  
91 and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to  
92 prevent interference with the proceedings, but shall not prohibit or otherwise prevent any person from  
93 photographing, filming, recording, or otherwise reproducing any portion of a meeting required to be  
94 open. No public body shall conduct a meeting required to be open in any building or facility where such  
95 recording devices are prohibited.

96 I. Minutes shall be recorded at all open meetings. However, minutes shall not be required to be taken  
97 at deliberations of (i) standing and other committees of the General Assembly; (ii) legislative interim  
98 study commissions and committees, including the Virginia Code Commission; (iii) study committees or  
99 commissions appointed by the Governor; or (iv) study commissions or study committees, or any other  
100 committees or subcommittees appointed by the governing bodies or school boards of counties, cities and  
101 towns, except where the membership of any such commission, committee or subcommittee includes a  
102 majority of the governing body of the county, city or town or school board.

103 Minutes, including draft minutes, and all other records of open meetings, including audio or  
104 audio/visual records shall be deemed public records and subject to the provisions of this chapter.

105 Minutes shall be in writing and shall include (i) the date, time, and location of the meeting; (ii) the  
106 members of the public body recorded as present and absent; and (iii) a summary of the discussion on  
107 matters proposed, deliberated or decided, and a record of any votes taken. In addition, for electronic  
108 communication meetings conducted in accordance with § 2.2-3708, minutes of state public bodies shall  
109 include (a) the identity of the members of the public body at each remote location identified in the  
110 notice who participated in the meeting through electronic communications means, (b) the identity of the  
111 members of the public body who were physically assembled at the primary or central meeting location,  
112 and (c) the identity of the members of the public body who were not present at the locations identified  
113 in clauses (a) and (b), but who monitored such meeting through electronic communications means.