

SENATE BILL NO. _____ HOUSE BILL NO. _____

A BILL to amend and reenact § 2.2-3707 of the Code of Virginia, relating to the Freedom of Information Act; meeting minutes.

Be it enacted by the General Assembly of Virginia:

1. That § 2.2-3707 of the Code of Virginia is amended and reenacted as follows:

- 1 § 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes.
- 2 A. All meetings of public bodies shall be open, except as provided in §§ 2.2-3707.01 and 2.2-
- 3 3711.
- 4 B. No meeting shall be conducted through telephonic, video, electronic or other communication
- 5 means where the members are not physically assembled to discuss or transact public business, except as
- 6 provided in § 2.2-3708, 2.2-3709 or as may be specifically provided in Title 54.1 for the summary
- 7 suspension of professional licenses.
- 8 C. Every public body shall give notice of the date, time, and location of its meetings by placing
- 9 the notice in a prominent public location at which notices are regularly posted and in the office of the
- 10 clerk of the public body, or in the case of a public body that has no clerk, in the office of the chief
- 11 administrator. All state public bodies subject to the provisions of this chapter shall also post notice of
- 12 their meetings on their websites and on the electronic calendar maintained by the Virginia Information
- 13 Technologies Agency commonly known as the Commonwealth Calendar. Publication of meeting notices
- 14 by electronic means by other public bodies shall be encouraged. The notice shall be posted at least three
- 15 working days prior to the meeting. Notices for meetings of state public bodies on which there is at least
- 16 one member appointed by the Governor shall state whether or not public comment will be received at
- 17 the meeting and, if so, the approximate point during the meeting when public comment will be received.
- 18 D. Notice, reasonable under the circumstance, of special or emergency meetings shall be given
- 19 contemporaneously with the notice provided members of the public body conducting the meeting.

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

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

28 G. Nothing in this chapter shall be construed to prohibit the gathering or attendance of two or
29 more members of a public body (i) at any place or function where no part of the purpose of such
30 gathering or attendance is the discussion or transaction of any public business, and such gathering or
31 attendance was not called or prearranged with any purpose of discussing or transacting any business of
32 the public body or (ii) at a public forum, candidate appearance, or debate, the purpose of which is to
33 inform the electorate and not to transact public business or to hold discussions relating to the transaction
34 of public business, even though the performance of the members individually or collectively in the
35 conduct of public business may be a topic of discussion or debate at such public meeting. The notice
36 provisions of this chapter shall not apply to informal meetings or gatherings of the members of the
37 General Assembly.

38 H. Any person may photograph, film, record or otherwise reproduce any portion of a meeting
39 required to be open. The public body conducting the meeting may adopt rules governing the placement
40 and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to
41 prevent interference with the proceedings.

42 I. Minutes shall be recorded at all open meetings. However, minutes shall not be required to be
43 taken at deliberations of (i) standing and other committees of the General Assembly; (ii) legislative
44 interim study commissions and committees, including the Virginia Code Commission; (iii) study
45 committees or commissions appointed by the Governor; or (iv) study commissions or study committees,
46 or any other committees or subcommittees appointed by the governing bodies or school boards of

47 counties, cities and towns, except where the membership of any such commission, committee or
48 subcommittee includes a majority of the governing body of the county, city or town or school board.

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

51 Minutes shall be in writing and shall include, ~~but are not limited to,~~ (i) the date, time, and
52 location of the meeting; (ii) the members of the public body recorded as present and absent; and (iii) a
53 summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken.
54 In addition, for electronic communication meetings conducted in accordance with § 2.2-3708, minutes
55 of state public bodies shall include (a) the identity of the members of the public body at each remote
56 location identified in the notice who participated in the meeting through electronic communications
57 means, (b) the identity of the members of the public body who were physically assembled at the primary
58 or central meeting location, and (c) the identity of the members of the public body who were not present
59 at the locations identified in clauses (a) and (b), but who monitored such meeting through electronic
60 communications means.

61 **2. That the provisions of this act are declaratory of existing law.**

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