



VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL

COMMONWEALTH OF VIRGINIA

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July 18 2016

10:30 AM

House Room C,

General Assembly Building, Richmond, Virginia

Meeting of the MEETINGS Subcommittee of the FOIA Council

Proposed Agenda (Annotated)

1. Call to order.
2. Continue implementation of subcommittee work plan.
 - *Review of:*
 - *Proposed amendments relating to §§ 2.2-3708 and 2.2-3708.1 (electronic communication meetings) agreed to at the June 6, 2016 meeting;*
 - *Time permitting the Meetings Subcommittee will begin review of*
 - ✓ *(i) § 2.2-3700 (policy)*

Note: The Subcommittee has completed its review of open meeting exemptions found in § 2.2-3711, § 2.2-3712 (closed meeting procedures), § 2.2-3707 (notice of meetings, etc.), § 2.2-3707.1 (posting of minutes for state boards, commissions), and 2.2-3710 (voting).

3. Policy consideration: Meeting exemptions that reference existing FOIA record exclusions--"Context draft," revised at the May 4, 2016 meeting.

At previous meetings, the Subcommittee discussed whether the current meeting exemptions that reference existing FOIA record exemptions should be amended to contain more information, to include the identity of the public body(s) to which the exemption applies and a general description of the subject matter of the excluded records/topic for discussion in a closed meeting in addition to the citation to the applicable records exemption. A draft was prepared by staff, discussed and edited by the Subcommittee, and each version posted on the Council website to receive further comment. No action to date on the context draft has been taken by the Subcommittee. It is expected that the Subcommittee will take action on the context draft at this meeting.
4. Review of proposed amendments to § 2.2-3707.1, website posting of meeting minutes (LD 17100057D).

At its May 4 and June 6, 2016 meetings, the Subcommittee directed staff to prepare a draft amending this section to require posting of meeting minutes for all state public bodies and local governing bodies, including school boards; however, for such local governing bodies, posting is required only for approved minutes. This limitation for local governing bodies and school boards was acknowledgment of the fact that such local governing bodies and school boards meet monthly and as a practical matter, draft minutes are prepared in time for approval at the next meeting.

5. Public Comment.
6. Discussion.
7. Other Business.
8. Set future meeting dates in 2016. *Reminder: We need to set meeting dates for August, September, and October. Please bring your calendars.*

FYI, the next meeting date of the Meetings Subcommittee has been scheduled for Thursday, August 11, 2016 at 1:30 p.m.

9. **Additional meetings need to be scheduled for September and October.**
Please note that Delegate LeMunyon has directed the Subcommittees to complete their work before the October 17, 2016 meeting of the FOIA Council.

10. Adjournment.

Subcommittee Members

Kathleen Dooley, Chair
Shawri King-Casey

Marisa Porto

Staff

Maria J.K. Everett, Executive Director and Senior Attorney
Alan Gernhardt, Senior Attorney
VA FOIA Council

The FOIA Council's web site is: <http://foiacouncil.dls.virginia.gov/>. To assist us in providing Internet dissemination of materials, presenters are requested to submit written comments and handouts in electronic format by (i) e-mail to staff prior to meetings or (ii) diskette furnished to staff at meetings. Presenters are also requested to bring 20 copies of their remarks or handouts to meetings. These copies will be provided to FOIA Council Subcommittee members and the public.

E-mail: foiacouncil@dls.virginia.gov.