

VBOA Policy

TITLE:

Electronic Participation in Virginia Board of Accountancy Meetings

EFFECTIVE DATE:

December 5, 2024

AUTHORITY:

Code of Virginia § 2.2-3708.3

POLICY STATEMENT:

It is the policy of the Virginia Board of Accountancy (the Board) that individual Board members may participate in Board meetings through electronic communication, as permitted by Code of Virginia § 2.2-3708.3. This policy applies to all Board members, regardless of their identity, and does not prevent members from voting on matters discussed at the meeting. This policy will be reviewed and approved annually.

Virtual meetings and remote participation are permitted under the following circumstances:

- The member is unable to attend in person due to a temporary or permanent disability or medical condition.
- The member is unable to attend in person due to a disability or medical condition affecting a family member, or due to their duties as a caregiver for that family member.
- The member is unable to attend in person due to a personal matter, provided the nature of the matter is specified.
- A state of emergency has been declared by the Governor or local authority, such that the nature of the emergency makes it unfeasible to assemble a quorum in a single location.
- There is a quorum assembled at the meeting location, unless a state of emergency has been declared.

A member may not use remote participation due to personal matters more than two meetings per calendar year.

Process for Requesting Remote Participation

Requests for remote participation must be submitted in writing, electronically, or verbally to the Board chair at least 24 hours prior to the meeting in which remote participation is requested. The request will be reviewed to ensure compliance with this policy and the provisions of Code of Virginia § 2.2-3708.3.

The minutes of the meeting will include the circumstances for the request for remote participation and the reasons for the approval or denial of such request.

Limitations to Remote Participation

- A Board member may participate remotely no more than twice per calendar year.

- All-virtual public meetings may only be held by the Board if the Governor or local authority has declared a state of emergency, such that the nature of the emergency makes it unfeasible to assemble a quorum in a single location.

APPROVAL AND REVIEW:

This VBOA policy was reviewed on December 5, 2024.

SUPPRESSION:

This VBOA policy replaces VBOA Policy #10: Electronic Participation in Virginia Board of Accountancy Meetings that was effective on August 22, 2019.

**VBOA CHAIR AT
LAST REVIEW:**

Wendy P. Lewis, CPA

**VBOA MEMBERS AT
LAST REVIEW:**

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David Cotton, CPA, CFE, CGFM
Guy Davis, CPA
Anne B. Hagen, CPA
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