

# **RCC OPERATING GUIDANCE MEMORANDA**

**BOG/1 – Strategic Planning**

**BOG/2 – Capital Project  
Planning**

**BOG/3 – Virtual Meetings**

**BOG/4 – Remote  
Participation**

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| <b>RCC OPERATING GUIDANCE MEMORANDUM</b><br><b>NUMBER:</b> Strategic Planning/No. 1  | <b>FUNCTIONAL AREA:</b> Board of Governors<br><b>SUBJECT:</b> Strategic Planning                   |
| <b>APPLIES TO:</b><br>All departments  | <b>AUTHORITY:</b><br>RCC Executive Director<br><b>STAFF COORDINATOR:</b><br>RCC Executive Director |
| <b>EFFECTIVE DATE:</b> 09/01/17<br><u>Revised: 06/24/24</u>  | <b>EXPIRATION DATE:</b> Indefinite; Subject to Review every five years.                            |
| <b>SUPPORTING FAIRFAX COUNTY GOVERNMENT POLICY/PROCEDURE:</b> Memorandum of Understanding between Fairfax County Board of Supervisors and Reston Community Center Board of Governors; revised September 2009 | <b>RELATED RCC OGM:</b> None   |

**PURPOSE**

Reston Community Center’s Board of Governors and staff undertake the creation of a five-year strategic plan to guide the agency in setting priorities and establishing goals. The “Strategic Plan” is updated annually to assure that objectives are revisited and progress toward achievement of the Strategic Plan’s desired outcomes is occurring or will be revised if circumstances dictate.

**I. Organization of the Strategic Plan**

1. The strategic plan is divided by functional areas: Facilities; ~~Equity Building Community~~; ~~Community Connections~~; Programs and Services; ~~Communications Branding and Messaging~~; and ~~Stewardship and Accreditation Internal Capacity and Financial Planning~~.
2. Included in the Strategic Plan are RCC’s Mission, Vision and Values statements.
3. In addition to the above, the Strategic Plan will contain a “Staff Methodology” section that describes the means by which the staff will measure progress toward achievement of the goals and objectives outlined in the Strategic Plan.

**II. Development of the Strategic Plan**

1. Consistent with the plan cycle, the Board and staff will undertake annual review of progress toward the goals in the “Strategic Planning Meeting” held annually in January on the first weekend following the New Year holiday.
2. Data profiled for the strategic planning meeting reflect the calendar year just ending to accurately capture an entire cycle of RCC programs and services.
3. At the fourth year of the plan in progress, the Board and staff will identify the trends affecting achievement of the plan goals and objectives, and prepare engagement strategies for connecting to the community to convey progress, as well as to determine the next plan period’s themes.
4. The cycle for engagement with the Reston community to develop a new strategic plan begins with the combined Community Relations and Program/Policy Committees meeting on the second Monday of February.
5. The Board and staff may seek public input through meetings, email solicitation, focus group sessions and/or any other means of engagement to assure that the community has opportunities to provide input to the Strategic Plan focus.
- 5-6. Every five years, the Board and staff will conduct a comprehensive community survey by contracting with an outside entity to assure statistical reliability of the results. The comprehensive community survey will focus on community expectations and needs analysis related to significant issues such as facility development or expansion.
- 6-7. Staff will present the annual update for the goals and objectives enumerated in the existing strategic plan; as well as any research regarding trends and analysis of future issues that may impact RCC.
- 7-8. Board and staff members will identify the key priorities in each of the functional areas of the plan.

8-9. Drafts of the strategic plan will be vetted through Board of Governors engagement with the community via key meetings held through its development and presentation at the Annual Public Hearing for Programs and Budget held each June on the third Monday evening ~~and not in conflict with Juneteenth.~~

9-10. Upon adoption by the Board of Governors in June, the agency strategic plan will guide the staff development of the accompanying “Master Plan” and “Recreation Program Plan” documents to reflect the guidance of the “Strategic Plan.”

### III. Relationship of the Strategic Plan to ~~the~~ RCC Budget Cycle

1. Strategic Plan priorities inform the budget development process.
2. Community engagement results from the February meeting are analyzed by the staff for fiscal impacts.
3. The staff reports to the Board committees and community results of research and analysis in the March combined Community Relations and Program/Policy Committees meeting.
4. The full Board moves forward following the Finance Committee review of staff reports and the Third Quarter financial results. The Board committees provide the full Board with recommended budget and planning priorities by ~~April~~May of each year.
5. In April of each year, the upcoming fiscal year’s budget is approved by the Board of Supervisors.
6. During the months of April and May, the Board (through its committees) works with the staff to develop the budget outline for the fiscal year budget following the upcoming fiscal year. The outline should reflect both adjustments that may be needed to revenue and expenditure categories for the upcoming fiscal year, ~~and as well as~~ revenue and expenditure projections for the fiscal year that will follow it.
7. By the June monthly meeting of the Board of Governors, the staff will have prepared the budget outline for the fiscal year following the July 1-June 30 fiscal year coming, as well as the agency’s Capital Project/Capital Maintenance Project Plan.
8. The RCC Capital Project/Capital Maintenance Project Plan shall cover a three-year calendar cycle covering the current fiscal year, fiscal year to come, and the ~~two~~ fiscal years after that. ~~It may refer to the current fiscal year for project information that still applies.~~
9. The Annual Public Hearing for Programs and Budget shall include annual strategic plan reporting, the three-year Capital Improvement/Maintenance Projects Plan, and – if applicable – summarize the new Strategic Plan.
10. The staff is responsible for submitting the materials required by the Fairfax County Department of Management and Budget for the Board of Supervisors consideration.

### IV. Relationship of the Strategic Plan to RCC Annual Report

1. RCC’s Strategic Plan objectives are reflected in the agency’s “Annual Report.”
2. Each line of business of the agency is discussed as well as the Board of Governors and its activities as they relate to the Strategic Plan.
3. Strategic plan objectives are referenced in ~~both~~ the text narrative, and the Relevant data profiles are also contained in the Annual Report.
4. The Annual Report notes ~~“successes”, “challenges”~~ accomplishments and/or challenges and a “look ahead” to the coming year for the respective plan areas discussed.
5. RCC patrons and partners are reflected in the Annual Report.
6. Data profiled for the Annual Report and the Strategic Plan updates are from a complete calendar year of activity in order to accurately reflect the entire annual cycle of RCC programs and services.

The RCC Strategic Plan reflects the inter-related processes of planning, community engagement, data analysis and financial resource management throughout the cycle of meetings, discussions with the community and staff effort to realize the agency’s mission ~~and the related goals and objectives.~~

Reference: RCC Planning Cycles Calendar Notes

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| <b>RCC OPERATING GUIDANCE MEMORANDUM</b><br><b>NUMBER:</b> Strategic Planning/No. 2  | <b>FUNCTIONAL AREA:</b> Board of Governors<br><b>SUBJECT:</b> Capital Facility/Major Capital Project Planning |
| <b>APPLIES TO:</b><br>All departments  | <b>AUTHORITY:</b><br>RCC Executive Director<br><b>STAFF COORDINATOR:</b><br>RCC Executive Director            |
| <b>EFFECTIVE DATE:</b> 04/06/20<br><b>REVISED:</b> 06/24/24  | <b>EXPIRATION DATE:</b> Indefinite; Subject to Review every five years.                                       |
| <b>SUPPORTING FAIRFAX COUNTY GOVERNMENT POLICY/PROCEDURE:</b> Memorandum of Understanding between Fairfax County Board of Supervisors and Reston Community Center Board of Governors; revised September 2009 | <b>RELATED RCC OGM:</b> Strategic Planning/No. 1  |

**PURPOSE**

Reston Community Center’s Board of Governors and staff undertake the creation of a five-year strategic plan to guide the agency in setting priorities and establishing goals. The “Strategic Plan” is updated annually to assure that objectives are revisited and progress toward achievement of the Strategic Plan’s desired outcomes is occurring or will be revised if circumstances dictate. As a function of implementation of the RCC Strategic Plan, the Board of Governors and staff may pursue capital facility or major capital improvement projects. These processes inform how this is accomplished when these requirements and/or opportunities occur. These guidelines govern the planning and development of capital projects and describe how RCC might pursue any land or facility acquisition opportunities.

**DEFINITIONS AND APPLICABLE MEMORANDUM OF UNDERSTANDING GUIDELINES:**

**Board of Supervisors of Fairfax County, Virginia (BOS):** The governing body of Fairfax County, Virginia, which also serves as the governing body of all the sanitary, small, and local tax districts within the County, as provided by Virginia law.

**Board of Governors (BOG):** The governing body of Reston Community Center (RCC) or Small District Number 5.

**Board of Governors Committees:** The RCC BOG conducts its business through standing and ad hoc committees to facilitate its business. Standing Committees include: Building, Community Relations, Finance, Long Range Planning, Personnel, Preference Poll, and Program and Policy.

**RCC Capital Projects:** Per the Memorandum of Understanding between the Board of Supervisors (BOS) and RCC: Section 3; G: Small District No. 5 funds, including, but not limited to, taxes, user fees, gifts and grants and any interest derived from such funds, shall not be disbursed for any purpose other than for RCC programs, services and activities (which may include programs, services or activities undertaken jointly with other community organizations) and for the purposes of acquiring , constructing, maintaining or operating, or contracting for such acquisition, construction, maintenance or operation of the RCC facilities within Small District No. 5. Small District No. 5 funds shall be expended primarily for the benefit and/or use of constituents of Small District No. 5. Petty Cash shall be maintained in a place and manner subject to approval and review by the County Director of Finance.

Section 3; I: All capital projects, regardless of source of funds, shall be reviewed by the appropriate County agencies as required by established County procedures. Capital projects shall be included in the Capital Improvement Plan. A comprehensive master capital plan, including justification, for all projects shown therein, and a three-year financial plan to support capital funding requests shall be prepared annually by the Governing Board and submitted for approval to the Board of Supervisors. Provision will be made by the Governing Board for soliciting resident input regarding the advisability of embarking on major capital projects. The Board of Supervisors shall approve all capital construction projects and any major changes in the scope of work of any such project.

Section 7; C: ...All motions and resolutions related to capital improvement projects or other substantial capital expenses involving expansion beyond the current facility footprint or any recommended change to the Small District No. 5 tax rate shall require a two-thirds majority vote of the entire Governing Board.

**1. Board of Governors Role**

In keeping with the provisions of the Memorandum of Understanding between Fairfax County Government and Reston Community Center, the RCC Board of Governors (BOG) will establish and oversee the agency's Capital Improvement Plan and Capital Maintenance Plan (CIP/CMP), including all RCC capital improvement projects and capital facility or equipment acquisition.

1. The BOG will include a focus area devoted to "Facilities" in the agency Strategic Plans.
2. The BOG will maintain its commitment to existing facilities, programs and services and consider impacts to those if opportunities for new facility development arise. Existing facilities, programs and services will be evaluated for relevance to the community, importance to the agency's constituents and lifecycle (facilities).
3. The BOG will give priority consideration to new facility planning that may be undertaken when a significant partner with available land or other related capital facility asset is available to RCC within the boundaries of Small District No. 5.
4. BOG committees with oversight roles related to the agency's CIP/CMP include the Long Range Planning Committee, Building Committee and Finance Committee.
5. The BOG may initiate additions or changes to the agency CIP/CMP based on either or both of the following:
  - a. ~~Members of the p~~Public present input or feedback to the BOG through BOG meetings, emails or other established mechanisms for providing input, requesting projects or acquisitions to improve the public's enjoyment of RCC.
  - b. RCC staff proposals with accompanying justification and financial data.
6. The BOG determines that the existing RCC CIP/CMP should be altered, or that a new project or acquisition is advisable. Such alteration shall be deemed to be major in scope if some, any, or all the following conditions attain:
  - a. The rough order of magnitude (ROM) of cost is equal to or greater than \$100,000.
  - b. The public will experience a major disruption in their enjoyment of RCC facilities.
  - c. Outside project construction, management and related processes will require the involvement of the Fairfax County Department of Public Works and Environmental Services Capital Building and Design Branch (DPWES/CBDB).
7. If the BOG decides that the RCC CIP/CMP should include a major new effort, the following process elements will be considered and implemented as applicable:
  - a. Assure that staff has prepared all basic justification information regarding the advisability of undertaking the effort.
  - b. Identify potential partner entities to obtain contributed land (if required), capital contributions or other support required by the scope of the effort.
  - c. Determine what studies may be needed to obtain detailed information about the project; including but not limited to a community survey to establish community interest and support; program requirements; financial and operational feasibility.
  - d. Consider the long-term impacts to the agency's existing facilities and equipment.
  - e. Consider the impact of debt financing and the public's involvement with debt financing.

8. The BOG shall make necessary provisions to keep the public informed about the project details and to include consideration of public input prior to making the decision to add a major new effort to the CIP/CMP.
9. The BOG shall monitor the progress of any major CIP/CMP effort and direct RCC staff oversight of these efforts accordingly.

## II. RCC Staff Responsibilities

Under the direction of the RCC Executive Director, the staff shall maintain a comprehensive inventory of all RCC building systems and equipment that includes applicable repair and maintenance requirements, schedule of replacement, assigned staff responsibility related to building systems and equipment, and when applicable, cost information for each system and/or equipment item.

1. A staff working group chaired by the RCC Deputy Director shall meet at least quarterly to review the status of RCC building systems and equipment to accomplish the following:
  - a. Monitor current or planned capital project and/or capital equipment acquisition that have been approved by the RCC BOG and are included in the current or projected agency budgets.
  - b. Report any developments related to the building systems and/or equipment that may have fiscal implications for the agency's budget development.
  - c. Research and report on cost or calendar issues related to repair, maintenance and/or acquisition of building systems and/or equipment.
  - d. Prepare budget justification and background information related to RCC building systems and/or equipment to present to the Executive Director for consideration by the RCC BOG.
  - e. Update the agency comprehensive inventory annually to reflect any and all changes.
  - f. The RCC Facility Services Director shall maintain the agency's accountable property and asset inventory and assure that Fairfax County Government audits thereof will result in zero findings.
2. The RCC Executive Director shall review all recommendations from the staff working group for replacement, repair, maintenance projects, or possible required capital facility projects for determination of the appropriate budget cycle, further research requirements, and/or presentation needs to proceed with presentation to the RCC BOG.
3. Upon approval by the RCC BOG, any capital project or equipment shall be incorporated in the relevant RCC budget documents and provided to the Fairfax County government departments as applicable, to include, if needed, the Departments of Public Works and Environmental Services (DPWES), Management and Budget (DMB), and Finance (DOF).
4. For significant capital projects with budget impacts of more than \$250,000, RCC will work with DPWES or any other applicable County agency, to coordinate project elements (selection of architect/engineer; qualified bidding for construction; oversight of the project through a project management team) for which DPWES or the relevant agency has the resources and role applicable to County agencies.
5. The RCC Executive Director shall monitor the progress of all RCC Capital Projects and Equipment acquisitions and report on them to the RCC BOG on a regular basis. These reports may be contained in the monthly Executive Director reports or presented in separate reports as needed. At a minimum:
  - a. The agency Strategic Plan will be updated prior to the annual strategic planning meetings in January to reflect current agency capital projects and/or equipment acquisitions.
  - b. Project scope or financial considerations will be presented to the RCC BOG as soon as they are material.
  - c. Project status updates will be provided to the public if the scope of the project has substantial public impact to RCC patrons.
  - d. All required documentation iswill be appropriately obtained, stored and accessible as needed.

6. All RCC CIP/CMP projects will be established, executed and concluded within all applicable local, state, federal and Fairfax County internal requirements and provisions.

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| <b>RCC OPERATING GUIDANCE MEMORANDUM NUMBER:</b><br>Board Operations/No. 3  | <b>FUNCTIONAL AREA:</b> Board of Governors<br><b>SUBJECT:</b> All Virtual Meetings                        |
| <b>APPLIES TO:</b> Board meetings and administrative support  | <b>AUTHORITY:</b> RCC Executive Director<br><b>STAFF COORDINATION:</b> RCC Chief Administrative Assistant |
| <b>EFFECTIVE DATE:</b> 07/01/24   | <b>EXPIRATION DATE:</b> 06/30/25<br>Must be reaffirmed annually.  |
| <b>SUPPORTING FAIRFAX COUNTY GOVERNMENT POLICY/PROCEDURE:</b> Office of the County Attorney guidance regarding Virginia Code 2024 Updates | <b>RELATED OGM:</b> Board Operations/No. 2  |

**1. AUTHORITY AND SCOPE**

This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Fairfax County Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

This policy must be reviewed and readopted annually. Va. Code § 2.2-3708.3(D).

This policy does not prohibit or restrict any individual member of a public body who is lawfully either participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body. See Va. Code § 2.2-3708.3(D).

**2. DEFINITIONS**

- a. "BAC" means the Reston Community Center Board of Governors (RCC BOG) or any committee, subcommittee, or other entity of the RCC BOG.
- b. "Member" means any member of the RCC BOG.
- c. "All-virtual public meeting" means a public meeting conducted by the [BAC] using electronic communication means during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and to which public access is provided through electronic communication means, as defined by Va. Code § 2.2-3701.
- d. "Meeting" means a meeting as defined by Va. Code § 2.2-3701.
- e. "Notify" or "notifies," for purposes of this policy, means written notice, including, but not limited to, email or letter, but does not include text messages or messages exchanged on social media.

**3. WHEN AN ALL-VIRTUAL PUBLIC MEETING MAY BE AUTHORIZED**

An all-virtual public meeting may be held under the following circumstances:

- a. It is impracticable or unsafe to assemble a quorum of the [BAC] in a single location, but a state of emergency has not been declared by the Governor or Fairfax County Board of Supervisors; or
- b. Other circumstances warrant the holding of an all-virtual public meeting, including, but not limited to, the convenience of an all-virtual meeting; and



- c. The RCC BOG has not had more than two all-virtual public meetings, or more than 50 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and
- d. The RCC BOG's last meeting was not an all-virtual public meeting.

#### **4. PROCESS TO AUTHORIZE AN ALL-VIRTUAL PUBLIC MEETING**

The RCC BOG may schedule its all-virtual public meetings at the same time and using the same procedures used by the RCC BOG to set its meetings calendar for the calendar year; or

If the [BAC] wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, and an all-virtual public meeting is authorized under Section 3 above, the RCC BOG Chair may schedule an all-virtual public meeting provided that any such meeting comports with VFOIA notice requirements.

#### **5. ALL-VIRTUAL PUBLIC MEETING REQUIREMENTS**

The following applies to any all-virtual public meeting of the RCC BOG that is scheduled in conformance with this Operating Guidance Memorandum:

- a. The meeting notice indicates that the public meeting will be all-virtual, and the RCC BOG will not change the method by which the RCC BOG chooses to meet without providing a new meeting notice that comports with VFOIA.
- b. Public access is provided by electronic communication means that allows the public to hear all participating members of the RCC BOG]; and,
- c. Audio-visual technology, if available, is used to allow the public to see the members of the RCC BOG.
- d. When audio-visual technology is available, a member of the RCC BOG shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails.
- e. A phone number, email address, or other live contact information is provided to the public to alert the RCC BOG if electronic transmission of the meeting fails for the public, and if such transmission fails, the RCC BOG takes a recess until public access is restored.
- f. A copy of the proposed agenda and all agenda packets (unless exempt) are made available to the public electronically at the same time such materials are provided to the RCC BOG.
- g. The public is afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received; and
- h. There are no more than two members of the RCC BOG together in one physical location.

#### **6. RECORDING IN MINUTES:**

Minutes are taken as required by VFOIA and must include the fact that the meeting was held by electronic communication means and the type of electronic communication means used.

#### **7. CLOSED SESSION**

If the [BAC] goes into closed session, transmission of the meeting will be suspended until the public body resumes to certify the closed meeting in open session.

#### **8. STRICT AND UNIFORM APPLICATION OF THIS OPERATING GUIDANCE MEMORANDUM**

This Operating Guidance Memorandum shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the matters that will be considered or voted on at the meeting.

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| <b>RCC OPERATING GUIDANCE MEMORANDUM NUMBER:</b><br>Board Operations/No. 4  | <b>FUNCTIONAL AREA:</b> Board of Governors<br><b>SUBJECT:</b> Remote Participation                        |
| <b>APPLIES TO:</b> Board meetings and administrative support  | <b>AUTHORITY:</b> RCC Executive Director<br><b>STAFF COORDINATION:</b> RCC Chief Administrative Assistant |
| <b>EFFECTIVE DATE:</b> 07/01/24   | <b>EXPIRATION DATE:</b> 06/30/25<br>Must be reaffirmed annually.  |
| <b>SUPPORTING FAIRFAX COUNTY GOVERNMENT POLICY/PROCEDURE:</b> Office of the County Attorney guidance regarding Virginia Code 2024 Updates | <b>RELATED OGM:</b> Board Operations/No. 3  |

**1. AUTHORITY AND SCOPE**

- a. This guidance is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.
- b. This guidance shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Fairfax County Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.
- c. This guidance must be reviewed and readopted annually. Va. Code § 2.2-3708.3(D).
- d. This guidance does not prohibit or restrict any individual member of a public body who is lawfully either participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body. See Va. Code § 2.2-3708.3(D).

**2. DEFINITIONS**

- a. “BAC” means the Reston Community Center Board of Governors (RCC BOG), or any committee, subcommittee, or other entity of the RCC BOG.
- b. “Member” means any member of the RCC BOG.
- c. “Remote participation” means participation by an individual member of the RCC BOG by electronic communication means in a public meeting where a quorum of the RCC BOG is physically assembled, as defined by Va. Code § 2.2-3701.
- d. “Meeting” means a meeting as defined by Va. Code § 2.2-3701.
- e. “Notify” or “notifies” for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.
- f. “Person with a disability” means a person who has a physical or mental impairment that substantially limits one or more of his major life activities or who has a record of such impairment.
- g. “Caregiver” means an adult related by blood, marriage, or adoption or the legally appointed guardian of the person with a disability for whom he is caring.

**3. MANDATORY REQUIREMENTS**

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

- a. A quorum of the RCC BOG must be physically assembled at the primary or central meeting location.
- b. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is either a person with a disability or who must act as a caregiver at the time of the meeting for a person with a disability and is thus prevented from physically attending the meeting and who thus uses remote participation, will count toward the quorum as if the individual was physically present.
- c. Arrangements have been made for the voice of the remotely participating member to be heard by all people at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely; and
- d. A statutorily conforming Operating Guidance Memorandum must be adopted by the RCC BOG at least once annually.

#### **4. PROCESS TO REQUEST REMOTE PARTICIPATION**

- a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the RCC BOG Chair (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to:
  - (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance,
  - (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance,
  - (iii) their principal residence location more than 60 miles from the meeting location,or
  - (iv) a personal matter and identifies with specificity the nature of the personal matter.
- b. The requesting member shall also notify the RCC BOG staff liaison of their request, but their failure to do so shall not affect their ability to remotely participate.
- c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in 4(a)(i)—(iii) above.
- d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's disability or medical condition that prevents their physical attendance at the meeting.
- e. For purposes of establishing a quorum of the BAC, the requesting member shall verify whether the requesting member is requesting remote participation due to his disability or need to act as caregiver for a person with a disability, pursuant to 3(b) above; and
- f. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

**5. PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION**

When a quorum of the RCC BOG has assembled for the meeting, the RCC BOG shall vote to determine whether:

- a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and
- b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

**6. RECORDING IN MINUTES:**

- a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location, the RCC BOG shall record in its minutes
  - (i) the [BAC]'s approval of the member's remote participation; and
  - (ii) a general description of the remote location from which the member participated.
- b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.
- c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this operating guidance or VFOIA, shall be recorded in the minutes with specificity.

**7. CLOSED SESSION**

If the RCC BOG goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

**8. STRICT AND UNIFORM APPLICATION OF THIS OPERATING GUIDANCE MEMORANDUM**

- a. This Operating Guidance Memorandum shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.
- b. The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.