



Richard Bland College

BOARD OF VISITORS

Policies of the Board of Visitors

Adopted 27 August 2025

POLICIES OF THE BOARD OF VISITORS

BOV-001 - POLICY FOR PARTICIPATION OF BOARD OF VISITORS MEMBERS IN MEETINGS BY ELECTRONIC MEANS OF COMMUNICATION

Date Adopted: August 27, 2025

This policy 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 a meeting.

Participation by members of the Board of Visitors in meetings through electronic means of communication may occur in the following ways:

- A. The Board and any of its committees separately may conduct all-virtual public meetings in which all who participate do so remotely, provided that the following requirements are met:
 - 1. Designation of an all-virtual meeting and the electronic communication means by which members of the public may access the meeting are disclosed in the public notice of the meeting, as well as a statement that the method by which the Board or committee of the Board chooses to meet shall not be changed unless the Board or committee of the Board provides a new meeting notice that complies with the provisions of Va. Code § 2.2-3707.
 - 2. The electronic communication means used for an all-virtual meeting must allow the public to hear all members of the Board or committee participating in the meeting and, when audio-visual technology is available, to see the members of the Board or committee as well.
 - 3. Any interruption of audio or video in the means of electronic communication shall result in a suspension of action at the meeting until repairs are made and public access is restored. The public notice of the meeting shall include a telephone number or other live contact information to alert the Board or committee if the audio or video transmission fails.
 - 4. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting shall be made available to the public in electronic format at the same time that such materials are provided to members of the public body.

5. If the all-virtual meeting is a meeting in which public comments are customarily received, the public must be afforded the opportunity to comment through electronic means, including by way of written comments.
6. The minutes of an all-virtual meeting specify that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held.
7. No more than two members of the Board or committee may be together in one remote location unless that remote location is open to the public to physically access it.

The Board or any individual committee may not convene an all-virtual meeting i) more than two times per calendar year or 50% of the meetings held per calendar year rounded up to the next whole number, whichever is greater; or ii) consecutively with an all-virtual meeting.

B. Additionally, and subject to the requirements below and in Section C, an individual member may participate in a Board or committee meeting by electronic communication means if in advance of the meeting the member notifies the Rector or respective committee chair and the Secretary to the Board that he or she is unable to attend the meeting due to i) the member's own disability or medical condition, or the member's need to care for a family member due to the family member's medical condition; or ii) the member's principal residence is located more than 60 miles from the meeting location; or iii) a personal matter.

1. The Board or committee member's location need not be open to the public; however, when requesting remote participation, the member must identify with specificity the reason for not attending in person and the remote location for participation.
2. The Rector or committee chair must approve the request to participate by electronic communication means.
3. The Board or committee shall record in its minutes the reason for not attending the meeting in person and the remote location from which the member participated. The location may be described in the minutes in general terms. If participation is approved pursuant to a medical condition or to take care of a person with a disability, the Board or committee shall also include in the meeting minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance, or (ii) family member's medical condition

that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved because of distance from the meeting location, the Board or committee shall include in the meeting minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved because of a personal matter, the minutes shall specify the nature of the personal matter cited by the member. If the request to participate by electronic communication means is disapproved by the Rector or relevant committee chair, such disapproval shall be recorded in the minutes with specificity. Remote participation by a member for a personal matter shall be limited each calendar year to two meetings or 25% of the meetings held per calendar year, rounded up to the next whole number, whichever is greater.

These provisions regarding remote participation of individual Board members apply to meetings of the full Board and to each of its committees separately.

C. Participation by a member of the Board of Visitors under Section B shall be authorized only under the following conditions:

1. A quorum of the Board is physically assembled at the primary or central meeting location. For purposes of determining whether a quorum is physically assembled, an individual member who is a person with a disability as defined in Va. Code § 51.5-40.1 or is a “caregiver” as defined in Va. Code § 2.2-3701 who must provide care for a person with a disability at the time the public meeting is being held and uses remote participation, counts toward the quorum as if the individual was physically present; and
2. The Board has made arrangements for the voices of the remote participants to be heard by all persons at the primary or central meeting location.

BOV-002 - CONFLICT OF INTEREST POLICY

Date Adopted: August 27, 2025

Members of the Richard Bland College Board of Visitors shall abide by the Commonwealth of Virginia's State and Local Government Conflict of Interest Act (Va. Code §2.2-3100, et seq.). This includes avoiding both conflicts of interest as defined by law and also the appearance of such conflicts. All decisions of the Board of Visitors are to be made solely to advance the best interest of the College and the public good. The integrity of Richard Bland College must always be protected.

- A. This policy applies to each member of the Board of Visitors, and every Visitor has the responsibility to be familiar with the terms of the policy.
- B. A Board member shall be considered to have a conflict of interest if he or she, or persons or entities with which he or she is affiliated, has a direct or indirect interest that may impair or may appear to reasonably impair the member's independent, unbiased judgment in their decision-making responsibilities to the institution.
- C. It is the responsibility of each Board member to promptly report any potential or existing conflict to the Rector and College Counsel, providing details about the nature of the interest and how it might create a conflict. Board members who have declared a conflict of interest, or who have been found to have a conflict of interest, shall withdraw from any discussion or voting on the matter that gives rise to the conflict.
- D. Board members shall file their annual Financial Disclosure Statement in a timely manner, but no later than February 1 for the preceding calendar year pursuant to Va. Code § 2.2-3118.2. Members shall also complete their Conflict of Interest training offered by the Ethics Advisory Council every two years.

BOV-003 - FOIA POLICY

Date Adopted: August 27, 2025

The Richard Bland College Board of Visitors embraces the principles of openness and transparency as outlined in the Commonwealth of Virginia's Freedom of Information Act (FOIA), § 2.2-3700 et seq. of the Code of Virginia. FOIA guarantees citizens of the Commonwealth access to public records held by public bodies, officials, and employees.

The Virginia FOIA broadly defines a public record to include any writing or recording, regardless of its format. This includes physical documents, electronic files, audio/video recordings that are prepared, owned, or possessed by a public body or its agents in the transaction of public business. All public records are presumed open unless a specific statutory exemption applies.

A. The public's FOIA rights include the following:

1. You may inspect or receive copies of public records, including Board of Visitors records.
2. You are entitled to receive an estimate in advance of any charges for the records you request (please note that most requests will not incur a charge).
3. You may file a petition in court if you believe your FOIA right have been violated.

B. To request records from the Richard Bland College Board of Visitors, please direct your request to:

Gerrit Smith
Clerk to the Board of Visitors
Richard Bland College
11301 Johnson Road
South Prince George, VA 23805
Phone: (804)862-6221
Email: gsmith@rbc.edu or foia@rbc.edu

C. Your request must include the following:

1. Identify the records sought with reasonable specificity.
2. Request existing records or documents (please note that FOIA does not require the Board of Visitors to create new records or responses to general questions).
3. You may choose to receive records electronically or in printed form, depending on how the records are maintained.

D. Richard Bland College must respond to your request within five (5) working days of receiving your request. The response may be as follows:

1. Provide the requested records.
2. Withhold all or part of the records, citing specific exemptions.
3. Inform you if more time is needed (up to twelve (12) working days total).
4. Seek a court extension for large or complex requests, after attempting to reach an agreement with you.

E. You may be charged for the actual costs of responding to your request, including staff time and copying. If estimated costs exceed \$200, a deposit may be required. You may request an advance estimate to modify your request if needed.

If you owe payment from a previous FOIA request that is more than 30 days overdue, the College may require payment before responding to new requests.

F. Common exemptions that allow Richard Bland College to withhold records include the following:

1. Personnel records.
2. Documents subject to attorney-client privilege or work product.
3. Contract negotiation records prior to award.

G. For questions about FOIA you may contact the Virginia Freedom of Information Advisory Council at (804)698-1810 or foiacouncil@dls.virginia.gov. The Council's website at <https://foiacouncil.dls.virginia.gov/foiacouncil.htm> provides a number of FOIA resources.