

Vantage Homes Association

Virtual Meeting Guidelines

June 2022

Contents

1. Legal Framework
2. Roles and Responsibilities
3. Conducting Virtual Meetings
4. Monitoring and Review

Legal Framework

These guidelines are established for the Vantage Homes Association (VHA) board of directors for all virtual or hybrid meetings held by the board or its designated committees in accordance with the [Code of Virginia § 55.1-1832](#), section F:

Any meeting of the association, the board of directors, or any committee may be held entirely or partially by electronic means, provided that the board of directors has adopted guidelines for the use of electronic means for such meetings. Such guidelines shall ensure that persons accessing such meetings are authorized to do so and that persons entitled to participate in such meetings have an opportunity to do so. The board of directors shall determine whether any such meeting may be held entirely or partially by electronic means.

Roles and Responsibilities

1. The board President will:
 - a. Ensure all board members are aware of and adhere to the procedures outlined in this document.
 - b. Determine if a meeting requires in-person or hybrid (mix of in-person and virtual) attendance in lieu of virtual attendance and notify the Secretary or respective committee chairs of such requirement.
 - c. Decide if an electronic recording of a virtual meeting is appropriate and explicitly notify all attendees in advance and again at the start of the meeting if it will be recorded. Confidential items and executive sessions will not be recorded.
2. The board Secretary will:
 - a. Provide advance electronic notice of meeting logistics, including date, time, location, agenda, and virtual meeting links (if applicable).
 - i. Monthly meeting logistics shall be provided to all board members and any association members wishing to address the board
 - ii. Annual meeting logistics shall be provided to all association members in accordance with the by-laws of the association.

- b. Create meeting events on the VHA website at least 30 days in advance of monthly meetings to ensure association members have an opportunity to address the board. If applicable, events will include instructions to obtain virtual meeting links but will not contain a direct link to the meeting.
 - c. Privately collect the votes of virtual attendees during a closed vote.
 - d. Capture written minutes of virtual meetings.
 - e. Post written minutes to the VHA internal document repository, and upon a vote of approval by the board, to the VHA website for association member access.
3. Committee chairs or designees will:
 - a. Provide advance notice to committee members of meeting logistics, including date, time, agenda, and virtual meeting links.
 - b. Capture written minutes of virtual meetings.
 - c. Post written minutes to the VHA internal document repository.
4. Members of the board and committees will:
 - a. Be aware of and act in accordance with the procedures outlined in these guidelines and the by-laws of the VHA.
 - b. Not take covert recordings of the meetings.
 - c. Notify the President if they do not have the appropriate equipment to participate in a meeting virtually.
 - d. Notify the President of any objections they may have to a meeting being held virtually.
 - e. Notify the President of any objections they may have to a recording of the meeting.
 - f. Identify themselves upon joining a virtual meeting.
5. In the absence of either the President or the Secretary, the responsibilities outlined in these guidelines will be carried out by a designated member of the board.

Conducting Virtual Meetings

1. Unless the board President has determined a meeting must be conducted in-person, any association member will be able to participate by telephone or video conference.
2. If a virtual attendee is not available for any reason, the meeting will continue without their participation provided the meeting is otherwise quorate.
3. Virtual attendees must identify themselves and will be counted in the attendance record establishing quorum provided they meet the requirements established in the by-laws.
4. If a vote takes place during the meeting, virtual attendees are entitled to participate as usual.
 - a. In an open vote, virtual attendees will be asked directly for their vote.
 - b. In a closed vote, the secretary or committee designee will collect votes from virtual attendees in a confidential manner (e.g., send a private message or email to the secretary). If the virtual attendee is unable to confirm their vote privately, they may vote publicly or abstain.
 - c. Votes of virtual attendees will not be distinguished from in person attendees in meeting minutes.

5. Virtual meetings will be convened by the Secretary and proceed in the same manner as any other meeting.

Acceptance and Review

1. These guidelines were adopted by the board of directors as recorded in the meeting minutes dated June 13, 2022.
2. Any amendments to these guidelines will be adopted by a majority vote of a quorate board.