



Regional Council FOIA Guidelines

MEETINGS:

Public or open meetings are defined as any occasion where there are three or more members or a quorum of a public body gathered, either physically or electronically and there is discussion of public business. If the open meeting threshold is met the meeting is required to give proper notice, be open to the public, and minutes of the meeting need to be recorded. Closed meetings can only be held by public bodies for limited purposes outlined in the Code of Virginia. This includes the discussion of Council appointments or the development of grant proposals to be submitted for consideration to the GO Virginia Board (Va. Code Ann. [§ 2.2-3711](#). (2018)). Please be advised that individual Boards and Commissions may adopt additional policies and/or public participation guidelines regarding meetings and proper notice.

NOTICES:

Per [§ 2.2-3707](#) of the Code of Virginia, every public body shall give notice, at least three working days prior to the meeting, to include the date, time, and location of its meetings by placing the notice in a prominent public location, on their website, and on the Commonwealth Calendar. The Commonwealth Calendar can be accessed at <https://commonwealthcalendar.virginia.gov/> and events should also be sent to the Department of Housing and Community Development (DHCD) for inclusion on the Agency's calendar. See Appendix A as an example for a meeting notice.

MINUTES:

Per [§ 2.2-3707](#) of the Code of Virginia, minutes shall be in writing and shall include (i) the date, time, and location of the meeting; (ii) the members of the public body recorded as present and absent; and (iii) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. Boards created in the executive branch shall post minutes on the agency's website and on the Commonwealth Calendar. Draft minutes of meetings shall be posted no later than ten working days after the conclusion of the meeting. Final approved meeting minutes shall be posted within three working days of final approval of the minutes.



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MEETING NOTICE

Regional Council # - (Name) of the Virginia Growth and Opportunity Board

Tuesday, June 13, 2019

Regular Meeting

1:00 p.m.

Building Name

Address

Regular meeting of the Regional Council # - (Name) of the Virginia Growth and Opportunity Board.

Public comment will be received after (where on the agenda it will occur).

For additional information, contact