

**A Resolution Adopting  
Virginia's First Regional Industrial Facility Authority  
Public Meeting Policy**

**WHEREAS**, Virginia's First Regional Industrial Facility Authority ("VFRIFA" or "Authority"), is a body politic, as set forth in Chapter 64 of the Code of Virginia, 1950, as amended; and

**WHEREAS**, the Virginia Freedom of Information Act (FOIA), § 2.2-3707 et seq. of the Code of Virginia of 1950, as amended (Virginia Code), sets forth requirements for meeting of public bodies; and

**WHEREAS**, FOIA provides that, with some specific exemptions and exceptions, all meetings of public bodies shall be open to the public and all public records open for public inspection; and

**WHEREAS**, all public meetings and records are presumed open unless an exemption is properly invoked; and

**WHEREAS**, VFRIFA complies with the Virginia FOIA regarding meetings of its boards and committees; and

**WHEREAS**, the attached policy provides information on how VFRIFA advertises public meetings and how records related to public meetings will be made available for citizens; and

**WHEREAS**, VFRIFA shall comply with all applicable portions of the Virginia Freedom of Information Act.

**NOW, THEREFORE, BE IT RESOLVED** that the attached Public Meeting Policy is hereby adopted and shall take effect immediately upon passage.

**Approved:                      June 17, 2015**

**Virginia's First Regional Industrial Facility Authority**  
**Public Meeting Policy**  
**Adopted June 17, 2015**

**Section 1: Title**

This Policy shall be known as the Virginia's First Regional Industrial Facility Authority Public Meeting Policy.

**Section 2: Notice of Public Meeting**

VFRIFA will provide public notice of the date, time, and location of its regular board and committee meetings by placing the notice in a prominent public location at the administrative office of VFRIFA at least three business days before the meeting. Notice will also be posted online at the New River Valley Regional Commission calendar of events.

Notice for special meetings called by the board or committee chair will be provided in advance as much as reasonably possible and concurrently with notice provided to members of VFRIFA board or committee conducting the meeting.

Any person can request direct notification of meetings by providing the requester's name, mailing address, daytime telephone number, email address, if available, and organization, if any. Unless requested to use other communication methods, VFRIFA will provide email notification of all meetings in response to such requests.

**Section 3: Availability of Materials Presented at Public Meetings**

At least one copy of all agenda packets and, unless exempt, all materials furnished to the VFRIFA board or committee for a meeting will be made available for public inspection at the authority office at the same time such documents are furnished to the VFRIFA members. The materials will also be made available online within two days of mailing to VFRIFA members at the VFRIFA website- <http://www.nrvpdc.org/vafirst.html>.

All documents provided at these meetings are available pursuant to the FOIA Policy adopted by VFRIFA, except when an exemption is authorized for certain limited purposes under FOIA per Virginia Code §2.2-3711 (such as a closed session of a public meeting).

**Section 4: Documentation of Public Meetings**

Any person may photograph, film, record or otherwise reproduce any portion of a meeting required to be open. VFRIFA will assist the attendee in placing the recording equipment in a location that will avoid interference with the proceedings and will not obstruct other attendees' ability to hear and see the activity of the meeting. Minutes of board and committee meetings will be taken and will be available to the public after the board or committee has approved the minutes of its meeting.