

## REMOTE ELECTRONIC PARTICIPATION

This purpose of this policy is to provide for the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) Policy Board to permit a member to participate in a Policy Board meeting through electronic communication means from a remote location, provided that:

### **A. Notification of Inability to Attend Because of Personal Matter, Disability, Medical Condition or Location.**

On or before the day of the meeting, the member shall notify the Chair that he or she is unable to attend the meeting due to a personal matter; a temporary or permanent disability or other medical condition that prevents physical attendance; that a family member's medical condition requires the member to provide care for such family member; or that that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting. The member must identify with specificity the nature of the personal matter.

### **B. Quorum Physically Assembled; Approval of Remote Electronic Participation.**

A quorum of the Policy Board must be physically assembled at the primary or central meeting location. The Policy Board members present must approve of the remote electronic participation; however, the decision shall be based solely on the criteria in Section A, without regard to the identity of the member or items that will be considered or voted on during the meeting.

### **C. Record of Action.**

The Policy Board's minutes shall reflect:

- A. That the member is unable to attend due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision A 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;
- B. That the member is participating remotely due to a disability or medical condition;
- C. That a family member's medical condition that required the member to provide care for such family member, thereby preventing their physical attendance; or
- D. That such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting, as well as the remote location from which the absent member participated.

If the absent member's remote participation is disapproved because participation would violate this policy, the disapproval shall be recorded in the Policy Board's minutes with specificity.

### **D. Audibility of Absent Member.**

The Policy Board shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the meeting location. If, for any reason, the voice of the absent member cannot reasonably be heard, the meeting may continue without the participation of the absent member.

(Authorized pursuant to *Code of Virginia* § 2.2-3708.2)