

MEMO

To: Regional Transit Partnership

From: David Blount, Deputy Director

Date: June 24, 2021

Re: Remote Electronic Participation in Meetings Policy

Purpose:

To consider adoption of a CTAC policy allowing members to participate in meetings by electronic communication means.

Background:

The Virginia Freedom of Information Act, at § 2.2-3708.2 of the *Code of Virginia*, permits individual members of a public body to participate in a public meeting through electronic participation. Such participation is authorized only if the public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation. Consistent with state enabling provisions, the Citizen Transportation Advisory Committee began allowing meetings to be held without the physical presence of members during the declared state of emergency. However, the Citizens Transportation Advisory Committee has not yet adopted a policy, as enabled in 2018, to authorize remote participation by individual members at meetings when a quorum is physically assembled.

Recommendation: Staff recommends that CTAC adopt the attached policy, titled Remote Electronic Participation, as authorized by subsection C of § 2.2-3708.2 of the *Code of Virginia*.