

MEMO

To: CA-MPO Policy Board

From: Sandy Shackelford, Director of Planning and Transportation

Date: July 14, 2021

Re: Remote Electronic Participation in Meetings Policy

Purpose:

To consider adoption of a policy allowing CA-MPO Policy Board 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. The CA-MPO Policy Board has been able to hold its meetings during a declared state of emergency without having an enabling policy. However, the CA-MPO Policy Board has not adopted a policy, as enabled in 2018, to authorize remote participation by individual members at meetings when a quorum is physically assembled outside of the declared state of emergency.

The Remote Electronic Participation in Meetings Policy will allow CA-MPO Policy Board members options to continue to participate in meetings electronically under specified conditions once the state of emergency is lifted. The language in the proposed policy has been drafted in conformance with the state code.

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