

## **Policy for Electronic Participation in Neighborhood Complete Streets Commission Meetings**

### **Purpose:**

To establish a policy that allows individual Neighborhood Complete Streets Commission members to participate in meetings of the Neighborhood Complete Streets Commission by electronic means as permitted by Virginia Code § 2.2-3708.2.

### **General Requirements:**

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the Neighborhood Complete Streets Commission to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or matters that will be considered or voted on at the meeting.

### **Requirements for Individual Members:**

1. A member who wishes to participate from a remote location by electronic means must notify the Neighborhood Complete Streets Commission Chair of his or her inability to attend due to:
  - a. A temporary or permanent disability or other medical condition, or
  - b. Emergency or personal matterthat prevents physical attendance on or before the day of the meeting.
2. A member remotely participating must use a means of communication that allows his or her voice to be heard by all persons at the primary or central meeting location.
3. A member who participates by electronic means shall identify for the record, the remote location, which need not be open to the public, from which he or she is participating, and the fact of a disability or medical condition (e.g. temporary hospitalization or contagious illness) or nature of the emergency or personal matter (e.g. flat tire on way to the meeting or business trip) that prevents the member from physically attending the meeting. Both must be recorded in the meeting minutes.

### **Limitations on Electronic Participation Due to an Emergency or Personal Matter:**

When such individual participation is due to an emergency or personal matter, such participation is limited by law to two meetings of the Neighborhood Complete Streets Commission per member each calendar year.

### **Automatic Approval:**

Individual participation from a remote location shall be approved unless such participation would violate this policy or the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 et seq.). If a member's participation from a remote location is challenged, then the Neighborhood Complete Streets Commission shall vote whether to allow such participation. If the Neighborhood Complete Streets Commission votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

### **Participation:**

If the requirements outlined in this policy and any further requirements under the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 et seq.) are met, the remote member will be recorded as present and may actively participate in the meeting by making, seconding, and voting on all motions and may

participate in the discussion as though present. If these requirements are not met, the remote member may monitor the meeting but not participate.

**Conditions on the Conduct of a Meeting:**

The member who chairs the meeting must be physically present at the central or primary meeting location. If neither the Chair nor Vice Chair is physically present at the central or primary meeting location (but there is still a physical quorum), a member who is physically present at the meeting location shall preside over the meeting.

**Effective Date: September 16, 2019**

This Policy shall be in effect immediately upon approval by the Neighborhood Complete Streets Commission.