



MEMORANDUM

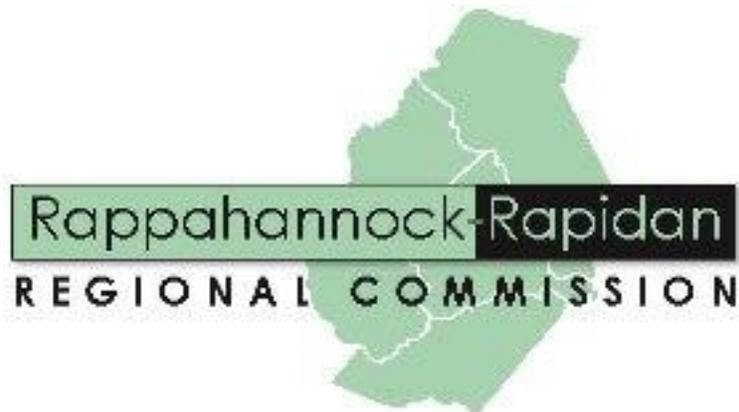
To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: June 15, 2021
Subject: RRRC Remote Electronic Participation Policy

For the past 14 months, the Commission has conducted electronic meetings consistent with state enabling provisions in the Code of Virginia and the amended FY 2020 and FY 2021 state budget bills which allow public bodies to meet electronically during declared states of emergency.

Outside a declared state of emergency, the Commission may adopt a Remote Electronic Participation Policy as permitted by § 2.2-3708.2 of the *Code of Virginia*. The language of that section permits individual members of a public body to participate in a public meeting through electronic means under certain circumstances and only when the public body has adopted a written policy allowing such remote participation.

The draft Remote Electronic Participation Policy is included here for your review and consideration. This policy would apply to the Commission and any Committees of the Commission, as specified in the By-Laws.

REQUESTED ACTION: Approval of the RRRC Remote Electronic Participation Policy



Remote Electronic Participation Policy

Purpose: To allow participation in meetings of the Rappahannock-Rapidan Regional Commission and its committees by a member of the commission from a remote location through means of electronic communication.

The Rappahannock-Rapidan Regional Commission hereby approves and adopts the following policy and procedures to allow and facilitate participation in commission meetings by members of the commission from a remote location through electronic communication means, as authorized by § 2.2-3708.2 of the Code of Virginia:

A. Requirement for Notification

Members of the Rappahannock-Rapidan Regional Commission may participate in meetings of the commission by electronic communication means from a remote location that is not open to the public if, on or before the day of a meeting, a commission member notifies the commission chair that:

1. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or
2. A family member's medical condition requires such member to provide care for such family member; or
3. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter; or
4. Such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.

B. Approval of Remote Electronic Participation

Such member's remote participation by electronic communication means shall be approved by a majority vote of those members physically assembled as a quorum at the primary or central meeting location. Those members assembled as a quorum shall base

their decision solely on the criteria in Section A, without regard to the identify of the member or items that will be considered or voted on during the meeting.

C. Record of Action

The minutes of the Commission shall reflect the specific nature of the personal matter; the disability or medical condition; the fact that a family member's medical condition that required the member to provide care for such family member, thereby preventing their physical attendance; 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, 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 Commission's minutes with specificity.

D. Remote Member Audibility

The Commission will make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. If the voice of the member participating remotely cannot be heard, the meeting may continue without the participation of the member participating remotely.

E. Limitation per Calendar Year

Remote participation by a commission member pursuant to this policy is limited to two, or 25% of the meetings rounded up to the next whole number, whichever is greater, Commission meetings each calendar year.