

Remote Attendance Policy – Spotsylvania County Boards and Commissions

Approved by Board of Supervisors 9/10/2013

Revised -

In accordance with the requirements of the Code of Virginia §2.2-3708.1,

A. A member of a Spotsylvania County public body may participate in a meeting governed by Chapter 37 of the Code of Virginia through electronic communication means from a remote location that is not open to the public only as follows:

1. If the request is due to an emergency or personal matter,
 - a. on or before the day of the meeting the member notifies the chair of the public body that such member is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter and the remote location from which the member is to participate;
 - b. the public body holding the meeting records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated;
 - c. the member has not previously within the calendar year participated remotely in two meetings or 25 percent of the meetings of any Spotsylvania County public body to which the member is appointed or elected, whichever is fewer;
 - d. a quorum of the public body is physically assembled at the primary or central meeting location; and
 - e. the public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
2. If the request is due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance,
 - a. the public body holding the meeting records in its minutes the fact that a temporary or permanent disability or other medical condition prevents the member's physical attendance and the remote location from which the member participated;
 - b. a quorum of the public body is physically assembled at the primary or central meeting location; and
 - c. the public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
3. Conduct of meeting with member participating remotely.
 - a. The member participating remotely will be joined telephonically to the meeting in such a manner that all voice communications can be heard clearly throughout the entirety of the meeting. The chairman of the public body will confirm that the remotely connected member can be heard clearly, and that the remotely connected member can hear clearly the proceedings of the meeting, prior to the commencement of the remainder of the meeting.
 - b. The member participating remotely will ensure that he or she is physically located in a reasonably quiet location to avoid disruption to the meeting proceedings.

c. The remote attendance of any member at the meeting shall be announced at the beginning of the meeting or, in the event the member participates remotely after the beginning of the meeting, as soon as the member's remote participation begins. Any rejection of the remote participation, along with the justification for the rejection, which rejection shall be only due to the failure to satisfy one or more of the required conditions listed above or due to technical difficulties rendering such remote participation unreasonably disruptive, shall be recorded in the meeting minutes.

d. All votes of the public body will be conducted by roll call for all such time as any member is participating remotely.

4. Policies for regional boards or commissions will be left to the individual board or commission to implement.

B. This policy shall be applied strictly and uniformly, without exception, to the entire membership of any Spotsylvania County public body and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.