
COUNTY OF SPOTSYLVANIA



MEMORANDUM

May 10, 2017

To: Board of Supervisors

From: Jane Reeve, Director, Information Services

SUBJECT: Revisions to Remote Attendance Policy
Spotsylvania County Boards and Commissions

At the September 10, 2013 meeting of the Board of Supervisors, a policy for remote participation in board and commission meetings was approved.

A review of this policy was performed by staff, and rewritten, to ensure the policy is in line with current state code, and all other applicable federal, state and local requirements, and to clarify conditions of remote participation in public meetings.

Highlights of the revisions made include:

- A distinction between a request for remote participation for an emergency or personal matter, and a request for remote participation due to a temporary or permanent disability or other medical condition that would prevent a member's physical attendance.
- Clarification of the process through which a member may request remote participation, and clarification of requirements by which the board and/or commission can grant or deny the request.
- Clarification of the conduct of the meeting with member participating remotely.
- Refinement of technology methods of remote participation to provide, at minimum, basic telephonic connectivity that allows clear voice communications to and from the remote attendee.

- Removal of the requirement that the requesting member be responsible for all charges at the member's remote site, as related to the remote participation in a meeting.

This revised policy provides clearer and concise guidance on the remote attendance by members of any County board or commission.

If you have any questions or need further information, please contact me.

CC: Mark Taylor, County Administrator
Karl Holsten, County Attorney
Mark Cole, Deputy County Administrator
Susan Cooke, Deputy County Attorney
Ed Petrovitch, Deputy County Administrator