

STAFFORD COUNTY BOARD OF SUPERVISORS
POLICY GOVERNING ELECTRONIC PARTICIPATION BY MEMBERS
IN BOARD AND BOARD COMMITTEE MEETINGS
WHEN NOT UNDER A STATE OF EMERGENCY

Occasions may arise when a member of the Board is unable to be physically present at a meeting of the Board or Board committee. Virginia law permits members to participate in meetings through electronic means such as telephone and video conferencing. The law limits the instances in which this may occur, prescribes procedures that must be followed, and requires that a written policy governing such participation be adopted prior to allowing participation by electronic means. This Policy sets forth the instances when a member may participate in a meeting electronically and the procedures that will apply. This Policy will be applied strictly and uniformly, without exception, to the entire Board, without regard to the identity of the member requesting remote participation or the matters that will be considered or voted upon at the meeting. This Policy does not affect any other requirement imposed by the Virginia Freedom of Information Act or other applicable state law. This Policy shall be reviewed and readopted annually.

Circumstances When Electronic Participation Is Permitted

- A. A Board member may participate in a meeting through electronic means from a remote location, not open to the public, under the following circumstances:
1. Temporary or Permanent Disability or Other Medical Condition—
 - a. A Board member must notify the Chairman of the Board or committee, and the Clerk that she/he will be unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition, or (ii) a family member's medical condition that requires the member to provide care for such family member, that prevents the member's physical attendance.
 - b. The Board or committee must ensure the following is recorded in its minutes: (1) the member is absent due to disability, a medical condition, or to provide care to a family member due to the family member's medical condition, and (2) the remote location from which the member participated.
 2. Personal Matter (any reason that does not fall under #1 above)—
 - a. A Board member must notify the Chairman of the Board or committee, and the Clerk that she/he will be unable to attend the meeting due to a personal matter and specify the nature of the personal matter.
 - b. The Board or committee must ensure the following is recorded in its minutes: (1) the specific nature of the member's personal matter, and (2) the remote location from which the member participated.
 - c. Electronic participation by a member due to a personal matter is limited to two meetings or 25% of the meetings (rounded up to the next whole number), whichever is greater, of that Board or specific committee held in a calendar year.
- B. Electronic participation by a Board member as provided in section A above, will be allowed only when all the following conditions are met:
1. A quorum of the Board or committee is physically assembled at the open meeting location;
 2. The Board or committee has made arrangements for the voice of the remote member to be heard by all persons at the meeting location; and
 3. A majority of the Board or committee who are present and voting approve the motion to allow the member's participation in the meeting through electronic communications means. If the motion to allow the member's participation from a remote location is denied because such participation would violate this Policy or the provisions of the Virginia Freedom of Information Act, such denial must be recorded in the minutes with specificity.