



## **Written Policy Authorizing Participation in Roanoke Valley Transportation Planning Organization Meetings through Electronic Communication Means**

The following policy is established for remote electronic participation in all meetings of the Policy Board and any Committee thereof:

- A. On or before the day of a meeting, the member shall notify the Chair that the member is unable to attend the meeting due to:
  - 1. A temporary or permanent disability or other medical condition that prevents the member's physical attendance; or
  - 2. An emergency or personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision is limited each calendar year to two meetings.
- B. As set forth in Virginia Code § 2.2-3708.2 (B)(1), on or before the day of a meeting, the member shall notify the Chair that member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
- C. Except as provided in Section 2.2-3708.2 (A)(3), a quorum of the Policy Board must be physically assembled at the primary or central meeting location. The Policy Board members present must approve the participation; however, the decision shall be based solely on the criteria in this resolution, without regard to the identity of the member or matters that will be considered or voted on during the meeting. The Secretary shall record in the Policy Board's minutes the specific nature of the emergency, personal matter or disability and the remote location from which the absent member participated. If the absent member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Policy Board's minutes.
- D. Participation by the absent member shall be limited in each calendar year to two (2) meetings of the Policy Board based on a specified personal reason as set forth in Virginia Code § 2.2-3708.2 (A)(l)(b). Members shall not otherwise be limited except as set forth expressly in State Code.
- E. The Policy Board shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the meeting location.
- F. With respect to meetings by electronic communications without a quorum present when the Governor has declared a state of emergency, the Policy Board shall comply with the provisions of Section 2.2-3708.2(A)(3).

**Policy adopted by Resolution on April 23, 2020**