



Roanoke Valley-Alleghany
REGIONAL
commission

1001: Written Policy Authorizing Participation in Roanoke Valley-Alleghany Regional Commission Meetings Through Electronic Communication Means

Effective date: 3/26/2026

The following policy is established for remote electronic participation in all meetings of the Roanoke Valley-Alleghany Regional Commission (the "Commission") to conform with Virginia Code § 2.2-3708.3. ("Meetings held through electronic communication means; situations other than declared states of emergency"). This Policy shall be applied strictly and uniformly, without exception, to the entire membership 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. The Commission shall adopt or readopt this policy at least once annually by recorded vote at a public meeting.

A. Member eligibility to participate remotely

A member may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the member notifies the Chair and Secretary that the member is unable to attend for one of the following reasons:

1. A temporary or permanent disability or other medical condition that prevents the member's physical attendance.
2. A medical condition of a family member requires the member to provide care that prevents attendance, or the member is a caregiver who must provide care for a person with a disability at the time of the meeting.
3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice.
4. A personal matter that the member identifies with specificity. However, use of remote participation for personal matters is limited to no more than two meetings per calendar year or 25 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater.

The Commission shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision 1 or 2, the Commission shall also include in its minutes the fact that the member participated through electronic communication means due to a (1) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (2) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision (3), the Commission shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant

to subdivision (4), the Commission shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's request to participate remotely under this Section A is disapproved because such participation would violate this policy, the disapproval shall be recorded in the minutes with specificity.

B. Quorum and approval

Except when the Commission conducts an all-virtual public meeting under Section D, a quorum of the Commission must be physically assembled at the primary or central meeting location. For purposes of this policy, a 'physically assembled quorum' means the minimum number of members required to constitute a quorum who are physically present at the primary or central meeting location, determined before the Commission considers any requests for remote participation. The Chair shall announce any remote participation requests received and the Commission shall vote to approve or deny the request based solely on this policy. Once a quorum is determined as provided above, all members approved by the Commission to participate remotely shall be deemed present for voting and all other purposes for the duration of the meeting.

C. Technology standards for hybrid meetings

For meetings where some members participate remotely and a quorum is physically assembled, the Commission will ensure the voice of any remote member is audible to all persons in attendance. If audio for the public or members fails, the Chair may briefly recess to restore access. When audiovisual technology is used, members should use best efforts to maintain consistent audio and video connections.

D. All-Virtual Public Meetings

The Commission may hold an all-virtual public meeting provided that all requirements of this Section D are met:

1. The required meeting notice states whether the meeting will be in-person or all-virtual and that the method shall not change absent a new notice under § 2.2-3707.
2. Public access is provided via electronic communication means that allow the public to hear all members, and when audiovisual technology is available, to see the members.
3. A phone number or other live contact information is provided in the notice for the public to report transmission failure; the Commission shall monitor that contact during the meeting and take a recess until public access is restored if the transmission fails.
4. The proposed agenda, agenda packets, and all non-exempt materials furnished to members are made available to the public electronically at the same time they are provided to members.
5. The public is afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received.
6. No more than two members are together in any one remote location unless that location is open to the public to physically access it.
7. If a closed session is held, transmission to the public shall resume before the vote to certify the closed meeting.
8. The Commission shall not hold an all-virtual public meeting (i) more than two times per calendar year or 50 percent of the meetings held per calendar year, rounded up, whichever is greater, or (ii) consecutively with another all-virtual public meeting.

9. Minutes of any all-virtual public meeting shall state that the meeting was held by electronic communication means and identify the technology used; any disapproval of a member's remote participation shall be recorded with specificity.

E. Committees and subcommittees

This policy applies to any committee, subcommittee, or other entity created by the Commission to perform delegated functions or to advise the Commission, unless such entity adopts its own policy consistent with law.

F. Relation to meetings during a declared state of emergency

This policy governs non-emergency use of electronic communication means. Authority to meet electronically during a Governor-declared state of emergency is addressed separately under the Virginia Freedom of Information Act; the Commission will follow the emergency provisions in effect at the time of any such emergency.

Adopted by recorded vote on March 26, 2026:

Ayes: *Griffith, Nicely, Rottman, B. Martin, Lipps, Smith, Sandy, D. Martin, North, Osborne, Volosin, Erdman, Duerk, Green, Holliday, King, Lauder milk, Grose*

Nays: *None*

Abstentions: *None*