Pursuant to § 2.2-3708.2 of the Code of Virginia, a member who is unable to attend a meeting of the Board may participate from a remote location, as follows:

1. The member must disclose to the Chair on or before the date of the meeting that the member is unable to attend due to:
   
   a. a personal matter, the nature of which shall be identified with specificity. A member’s remote participation due to a personal matter is limited to two meetings per calendar year; or
   
   b. a temporary or permanent disability or other medical condition that prevents the member’s physical attendance;

2. The Board will determine by majority vote whether the member has satisfied that the requirements for remote participation.

3. If the Board approves the member’s participation, the Board shall arrange for the voice of the remote participant to be heard by all persons at the Board’s meeting location. The minutes of the meeting shall note the remote location from which the member participated. If the member was unable to attend the meeting due to a temporary or permanent disability or other medical condition, the minutes shall note this. If the member was unable to attend due to a personal matter, the minutes shall note the specific nature of the personal matter.

4. If the Board disapproves the member’s participation, such disapproval shall be recorded in the minutes with specificity. If a member’s participation is not approved, the member may continue to monitor the meeting from the remote location, but may not participate in the proceeding and may not be counted as present at the meeting.

5. Committees or subcommittees of the Board, or those committee or subcommittees appointed by the Board or the Chair to perform a delegated function or to advise the Board, are authorized to allow members to participate remotely, subject to the same requirements as the Board has imposed on itself.

ADOPTED: June 13, 2019