

## VPRA BOARD MEMBER REQUEST TO CHAIRPERSON FOR REMOTE PARTICIPATION

I, \_\_\_\_\_ hereby notify the chairperson of my intent to, and do hereby  
(Name)  
request to, participate remotely from \_\_\_\_\_ using electronic communication  
(Remote Location)  
means during the public meeting of \_\_\_\_\_ scheduled on  
(VPRA Board, or name of VPRA committee)  
\_\_\_\_\_ for the following reason:  
(Date)

- I have a temporary or permanent disability or other medical condition that prevents my physical attendance; or
- a medical condition of a member of my family requires me to provide care that prevents my physical attendance; or
- my principal residence is more than 60 miles from the meeting location; or
- I am unable to attend the meeting due to a personal matter, which is \_\_\_\_\_.<sup>1</sup>  
(Identify with specificity the nature of the personal matter)

This request is (for the chairperson to select):

- APPROVED
- DENIED

This form constitutes the record of notice, request, and approval or disapproval required for remote participation pursuant to Va. Code § 2.2-3708.3, and shall be recorded in the minutes of the corresponding VPRA public body.

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<sup>1</sup> Remote participation based on a “personal matter” may not exceed the greater between two times and 25% of meetings, in each case, during a specific calendar year with respect to a specific public body. Meetings of the full VPRA Board and meetings of each committee will be measured independently.