

Virginia Passenger Rail Authority

Policy for Individual Members to Participate Electronically in Meetings

Adopted on _____, 2021

It is the policy of the VPRA Board of Directors that individual Board members may participate in meetings of the Board, the Executive Committee, or other committees of the Board by electronic communication means as permitted by Virginia Code § 2.2-3708.2. This policy shall apply 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.

Individual participation from a remote location shall be allowed when the member is unable to attend in person due to:

- (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance
- (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, or
- (iii) a personal matter, identified by the member with specificity as to the nature of the personal matter. Participation under the "personal matter" provision is limited by law each calendar year to two meetings or 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

Remote participation shall be approved by the Chairperson unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then the Board or the committee that is meeting shall vote whether to allow such participation. If the Board or committee votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

Whenever an individual member participates from a remote location, the law requires a quorum of the Board or committee to be physically assembled at a primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. The reason that the member is unable to attend the meeting and the remote location from which the member participates must be recorded in the meeting minutes.

This policy applies to all committees and subcommittees of the VPRA Board of Directors.

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