

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

_____.¹
(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 corresponding minutes of the VPRA Board or the name of the VPRA committee.

Chairperson Signature

¹ 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.