



Active Transportation Advisory Committee Policy

Title: Policy for Remote Participation by Members in Committee Meetings		Page 1 of 1
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1.0 Purpose and Need

The purpose of this policy is to enable members of the Active Transportation Advisory Committee to participate in Committee meetings remotely, by electronic communication means, in accordance with the Virginia Freedom of Information Act.

2.0 Policy

It is the policy of the Active Transportation Advisory Committee that individual members of the Committee may participate in Committee meetings by electronic means as permitted by Virginia Code § 2.2-3708.2 or its successor provision. 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. This policy applies to the Committee and to any subcommittee appointed by the Committee that has voted to adopt this policy.

2.1 The Request and Eligibility Criteria

Whenever an individual member wishes to participate from a remote location, the member shall notify the Chair and the appropriate City staff member on or preferably before the day of the meeting that (1) the member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance or due to a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance ("medical reason"); or (2) the member is unable to attend due to a personal matter and the member identifies with specificity the nature of the personal matter ("personal reason"). Participation for a personal reason is limited to two meetings per calendar year or 25% of the meetings held per calendar year, rounded up to the next whole number, whichever is greater.

2.2 Quorum and Minutes Requirements

A quorum of the Committee must be physically assembled at the primary meeting location to enable remote participation by a member, and arrangements must be made for the voice of the remote participant to be heard by all persons at the primary meeting location.

The reason that the member is unable to attend the meeting and the remote location from which the member participates shall be recorded in the meeting minutes. If the reason for the remote participation is for a medical reason, the minutes shall include a statement that a temporary or permanent disability or other medical condition prevented the member's physical attendance at the primary meeting location or that a family member's medical condition required the member to provide care for such family member, thereby preventing the member's physical attendance. The minutes do not need to include the specific disability or medical condition, or, if applicable, the identity of the family member. If instead the member is unable to attend due to a personal reason, the minutes must include the specific nature of the personal matter.

2.3 Challenges

If a member's proposed participation from a remote location is challenged by another member as being inconsistent with this policy, then the Committee shall vote on whether to allow such participation. If the Committee votes to disapprove the member's remote participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.